

**Job Title:** Counselor-Secondary\*

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, the **Counselor** will work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special populations students.

**Qualifications:**

**Education/Certification:**

Master's degree in guidance counseling  
Valid Texas counseling certificate preferred

**Special Knowledge/Skills:**

Knowledge of counseling procedures, student appraisal, and career development  
Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior  
Ability to present information in one-on-one, small group, and large group situations to students, parents, and staff

**Experience:**

Two years teaching experience preferred

**Major Responsibilities and Duties:**

**Guidance**

- Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs. Collaborate with teachers in the teaching of guidance-related curriculum.
- Guide individual students, groups of students, and parents to plan, monitor, and manage the student's own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
- Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student's own personal and social development. Provide preventive, remedial, and crisis counseling as needed.

**Consultation**

- Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.

- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Use an effective referral process to assist students and others to use special programs and services.

**Assessment**

- Participate in planning, administration, and evaluation of campus standardized testing program.
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
- Maintain the confidentiality of student assessment.

**Program Management and Administration**

- Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.
- Adhere to legal, ethical, and professional standards for school counselors, as well as board policy; including current professional standards of competence and practice.
- Support students in Special Programs by coordinating assigned programs or reporting data to the appropriate committee to promote decision-making.
- Prepare schedules and process transcripts.

**Supervisory Responsibilities:**

Direct the work of potential assigned counseling aide(s)

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

*\*Includes information from the Professional School Counselor Performance Evaluation Form and Job Description distributed by the Texas Education Agency.*

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_