JOB DESCRIPTION

Job Title: Middle School Counselor

Exemption Status: Exempt

Reports to: Principal

Date Revised: May 2020

Dept./School: Assigned Campus

Primary Purpose:

Plan, implement, and evaluate a comprehensive developmental guidance and counseling program at assigned campus. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students. Deliver guidance curriculum in various group sizes. Educate students of skills necessary to address troublesome circumstances, support students in challenging situations, and assist students with needed resources to navigate crisis situations.

Qualifications:

Education/Certification:
Master's Degree in Guidance and Counseling
Valid Texas School Counseling certificate

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 district staff

Experience:
Two years creditable experience as a classroom teacher.

Major Responsibilities and Duties:

Guidance

1. Plan and conduct structured group lessons to deliver district's guidance curriculum effectively and in accordance with students' developmental needs. Collaborate with teachers who teach guidance-related curriculum.

2. 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.

3. 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.

4. Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.

Coordination

5. Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.

6. Assist teachers, parents, and campus staff in understanding successful college and career awareness skills for students.

7. Participate actively in the process for referral of students to school/district special programs and/or services as well as assisting students and others to use community agencies and services.

8. Work collaboratively to advocate for individual students and specific groups of students.

Assessment

9. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

10. Use other sources of student data assessment tools for the purpose of educational planning.

11. Ensure that the uses of student records are for the benefit of students and personnel working with those students.

12. Maintain confidentiality of student assessment records.

Program Management and Administration

13. 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.

14. Collaborate with high school counseling staff to stay up-to-date on graduation requirements, course offerings, and program options for students as they enter high school.

15. Advocate for a school environment that acknowledges and respects diversity.

16. Compile, maintain, and file all reports, records, and other documents.

17. Ability to create, process, utilize and interpret reports using available reporting tools.

18. Ability to learn, utilize, and perform tasks using available technology.

19. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations

20. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.

21. Maintain student confidentiality as appropriate.

Development

22. Attend and participate in guidance and counseling update opportunities.

23. Develop professional skills appropriate to guidance and counseling.

24. Develop a base of knowledge concerning college admission requirements and appropriate academic planning

25. Network with other professional to increase knowledge of academic planning and college admission.

Other

26. Collaborate with campus administration on crisis management planning.

27. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise assigned counseling aide(s) and clerical employee(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature _____ Date _____