

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

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|----------------------|---|--------------------------|------------|
| <b>JOB TITLE:</b>    | Secondary Counselor   | <b>WAGE/HOUR STATUS:</b> | Exempt     |
| <b>REPORTS TO:</b>   | Principal/Director of<br>Counseling and<br>Student Services | <b>PAY GRADE:</b>        | <b>840</b> |
| <b>DEPT./SCHOOL:</b> | Campus/Counseling   | <b>DATE REVISED:</b>     | 4/25/06    |

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**PRIMARY PURPOSE:**

Provide guidance and counseling services conducive to all students achieving their individual potential academically, socially, and emotionally.

**QUALIFICATIONS:**

**Education/Certification:**

Master's Degree Guidance and Counseling  
Valid Texas counselor's certificate

**Special Knowledge/Skills:**

Excellent communication skills and knowledge of the types of services provided by counselors  
Willingness to execute written employment contract with Plano ISD

**Experience:**

Two years of teaching experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Program Management**

Develop a written guidance plan in cooperation with principal and Director of Counseling and Student Services, outlining specific areas of responsibility, annual school guidance program goals, and activities for attaining goals.

Coordinate the administration of the standardized testing program for the district and interpret test results for students, parents, and professional personnel.

Consult with teachers and other staff members to promote maximum learning in the

classroom.

Teach and assist teachers to teach guidance units to help students in developing appropriate academic and personal/social skills.

Demonstrate skill in coaching staff and teachers, provide technical assistance to the instructional staff concerning counseling and guidance.

Develop with teachers student improvement plans to assist students in developing their academic potential.

Keep informed of and comply with state, district and school policies for public school guidance and counseling.

**School/Organizational Climate**

Promote a positive, caring climate for learning.

Communicate and support expectations that are consistent with district objectives.

Deal consistently and equitably with all personnel.

Deal sensitively and fairly with persons from diverse cultural backgrounds.

**School/Organizational Improvement**

Develop long-range and short-range plans for a complete guidance program for the students assigned based on the needs and expectations of the populations to be served.

**Student Management**

Assist students in learning appropriate school behavior and in developing self-understanding and social skills through individual and group guidance and counseling activities.

Work with students and their parents to develop educational and occupational plans.

Conduct student registration activities.

Review or supervise review of student transcripts for accuracy and correct course placement

Provide information to students and parents about course offerings, colleges, financial aid, and careers.

Assist students with application for post-high school education.

Assist in placement of students in special programs.

Provide individual and group counseling for students and consult with their parents concerning problems that interfere with learning.

**Professional Growth and Development**

Take the initiative to develop professional skills appropriate to guidance and counseling.

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

**School/Community Relations**

Communicate clearly the district's needs and programs to the parents and the community and respond to their concerns in a timely manner.

Refer parents to appropriate community resources.

Take an active role in communicating the district's guidance program to the community.

**SUPERVISORY RESPONSIBILITIES:**

Monitor clerical assistants.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor has the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_