

**PLANO INDEPENDENT SCHOOL DISTRICT**

**Job Description**

**Job Title:** Coordinator Counseling Services

**Wage/Hour Status:** Exempt

**Reports To:** Director Counseling Services

**Pay Range:** 860

**Dept/School:** Counseling Services

**Date Revised:** 12/5/2022

---

---

**Primary Purpose:**

Coordinate the Plano ISD PK-12 Counseling Program. Assist the Director of Counseling Services in implementing the Plano ISD Comprehensive Counseling Program for students in grades PK-12 on all campuses.

**Qualifications:**

**Education/Certification:**

Master's Degree in School Counseling

Valid Texas Counselor's certificate

**Special Knowledge/Skills:**

Specific knowledge of the American School Counselor Association Comprehensive (ASCA) Counseling Program

Executive leadership skills to lead a large counseling K-12 program successfully

Knowledge of systemic design model and program improvement development

Knowledge of successful hiring practices in accordance with Plano ISD guidelines

Understanding of current counseling issues impacting students and families

Knowledge of appropriate counselor interventions for student achievement and behavior

Crisis management skills and the ability to train counselors and administrators in crisis management

Familiarity with local, state, and national testing, ability to interpret testing data to support students

Ability to produce professional presentations, recognition events for students, staff, and develop marketing program

Ability to successfully manage a budget

Excellent organizational, communication, public relations, and interpersonal skills

Computer skills – Google Suite, Microsoft Office, other software in use by Plano ISD

**Experience:**

5 or more years of experience as a school counselor

**Job Title:** Coordinator Counseling Services

Evidence of successful leadership in school counseling

Elementary and secondary counseling experience preferred

**Major Responsibilities and Duties:**

**Program Management:**

Ensure the implementation of the Plano ISD counseling scope and sequence for counseling

Host monthly meetings for lead counselors that focus on the implementation of the counseling program; provide current information on counseling issues, discuss district policies and guidelines, and gather input from counselors.

Work with the Plano ISD Director of Counseling Services to develop a district calendar that shall be published for the public each school year. Should include all counselor activity and information for students/parents.

Develop a monitor and tracking system: College Career Military Readiness (CCMR), FAFSA completions, student academic failure, and student attendance

Ensure that Plano ISD counselors are hosting vertical planning meetings that focus on transitions, course selections, student/parent informational activities, advanced academics, extra-curricular activities, electives opportunities

Interpret testing data; lead data dives; provide professional development to increase counselor capacity to interpret and utilize data to support student achievement

Provide professional development for counselors, direct and indirect services to students/families, crisis counseling, mental health support and resources, and community resources

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

In collaboration with the Director of Counseling Services, develop and implement the Plano ISD Counselor Program; Systemic Design; ASCA Model

Assist with evaluation of counselor applicants and placement in the counselor application pool. Assists principals with accessing available candidates to fill open counselor positions

**Organizational Climate:**

Ensure clear expectations are set and communicated frequently with regards to implementing with fidelity the Plano ISD Comprehensive Counseling Program at each campus

Employ collaborative decision-making processes; foster and promote collegiality and team building

Communicate and support expectations that are consistent with the district mission and strategic plan

Interact consistently and equitably with all personnel

Interact sensitively and fairly with persons from diverse cultural backgrounds

Delegate duties, responsibilities, and functions effectively and equitably

Ensure that programs are cost effective and funds are managed prudently

**Job Title:** Coordinator Counseling Services

Ensure that all pertinent information is reported to appropriate departments

Collaborate with campus administrators on comprehensive counseling program implementation and crisis management planning

**Community Relations:**

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

Work effectively with community agencies and partners

Secure consultants, specialists and other community resources to assist in meeting program goals

Maintain and be aware of community resources, referrals, and other assistance available to students and families

Take an active role in working with community agencies providing services that benefit students and families

Maintain a respectful and professional demeanor and communication style with students, parents, and staff

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

Follow attendance policy as assigned by supervisor

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

**Supervisory Responsibilities:**

Supervise and evaluate clerical assistants

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; 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.

---

---

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 12/5/2022

**Job Title:** Coordinator Counseling Services

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. District administration and/or my 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.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_