

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

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| Job Title: | Counselor | Wage/Hour Status: | Exempt |
| Reports To: | Principal/Director of Counseling Services | Pay Range: | 840 |
| Dept./School: | Assigned Campus/Counseling Department | Date Revised: | 1/21/2022 |

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

Valid Texas School Counselor Certification

Special Knowledge/Skills:

Excellent communication skills

Technology skills including computer skills, Microsoft applications

Experience:

Two years of teaching experience

Major Responsibilities and Duties:

Manages and leads the counseling program by planning organizing, implementing and delivering program activities to improve students' Intrapersonal Effectiveness, Interpersonal Effectiveness, Personal Health and Safety, and Post-Secondary Planning and Readiness

Delivers classroom guidance activities by teaching the school guidance curriculum components through the use of effective instructional skills and intentionally planned structured group sessions for students based on campus needs

Implements the individual student planning component by guiding individuals and groups of students, and parents or guardians, through the development of educational, career, personal, or social plans

Provides responsive service component services through effective use of individual and group counseling, consultation, and referral skills

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Provides system support component activities through effective school counseling program management and support for other educational programs

Clearly articulates and communicates the counseling program's management system and related program action plans to administration, faculty, parents, and the community

Demonstrates ethical and professional behaviors and standards as set forth by the American Counseling Association, the American School Counselor Association, and the state of Texas

Acts as a student advocate, leader, collaborator, and systems change agent

Assists students and their parents or guardians in developing and monitoring their academic, career, personal and social development as they progress in school

Keep informed of course offerings, graduation requirements, and Plano ISD curriculum

Collaborates with administration in the coordination and implementation of school programs that address students' educational, career, personal and social development

Informs and consults with the counseling program advisory council in its role in planning and implementing the counseling program

Guides and advises students and their parents/guardians regarding the importance of higher education, coursework designed to prepare students for higher education, and financial aid availability and requirements

Conducts an annual campus counseling program evaluation

Provides parent and staff training and consultation to foster student educational, career, personal and social development

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

Support student transition plans

Assist in placement of students in special programs

Performs other related comprehensive school counseling program assignments

School/Organizational Climate:

Promote a positive, caring climate for learning

Interact consistently and equitably with all personnel

Communicate and support expectations that are consistent with district objectives

Interact sensitively and fairly with persons from diverse cultural backgrounds

Respond effectively to crisis situations

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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

Collaborate with campus administration on crisis management planning

Professional Growth and Development:

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

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

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

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

Maintain a respectful, 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:

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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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:** 01-22-2022

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:** _____