

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Director Campus Counseling	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Principal/District Director of Guidance and Counseling	<b>Pay Range:</b>	860
<b>Dept./School:</b>	Campus/Counseling	<b>Date Revised:</b>	05/19/20

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**Primary Purpose:**

Direct senior high counseling department. Serve as a cluster leader to coordinate and guide feeder schools with consistent academic information and effective transition of students. 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:**

Counseling and curriculum programs

High school curriculum, graduation requirements and credits

College admission process

Ability to manage budget and personnel

State and national testing for high school students

Computer skills

Excellent organizational, communication, public relations, and interpersonal skills

Knowledge of the types of services provided by counselors

**Experience:**

Three years of teaching experience

Experience as a counselor at the high school or senior high level

**Major Responsibilities/Duties:**

Coordinate the campus counselors in developing strategies to prevent dropouts and address the needs of at-risk students. Direct campus services to provide all students with the equal opportunity for achievement.

Promote and support efforts to help each student develop problem-solving and decision-making skills.

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Familiarize oneself with the district's curricula and instructional implementation strategies and articulate the specific ways in which counseling and other student services support instruction.

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

Promote a positive, caring climate for learning.

Deal consistently and equitably with all personnel; anticipate, manage, and resolve conflict effectively.

Deal sensitively and fairly with persons from diverse cultural backgrounds by employing effective interpersonal skills.

Assess and respond to needs related to the campus student counseling services

Focus the counseling department towards accomplishing the campus and district's mission and goals.

Develop, maintain, and utilize appropriate information systems and records necessary for attainment of the campus's overall educational improvement efforts.

Delegate duties, responsibilities, and functions effectively.

Demonstrate skill in coaching staff and peers; provide technical assistance to the counseling staff concerning the guidance and counseling process.

Develop training options and/or improvement plans to ensure the best operation of the counseling program.

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

Ensure that programs are cost effective and funds are managed prudently.

Implement the policies established by federal and state law, State Board of Education, and the district Board of Trustees as they relate to counseling and student services.

Ensure that all pertinent information is reported to appropriate departments.

Support and encourage the implementation of plans that reflect enhanced opportunities for learning.

Promote collaborative teaming by working with staff members and encouraging student-parent input to develop a more positive school climate.

Take the initiative to develop professional skills appropriate to job assignments.

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

Follow attendance policy as assigned by supervisor.

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

Build or maintain coalitions among respective community groups in support of the campus's goals and objectives.

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Participate in community activities (to the extent possible and appropriate) that foster rapport and mutual respect between the campus and the larger community.

Demonstrate an awareness of school-community needs and initiate activities to meet those identified needs.

Participate in state and national organizations – Texas Association for College Admission Counseling, National Association for College Admission Counseling, and College Board

**Supervisory Responsibilities:**

Direct and coordinate a medium group of employees.

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; work with frequent interruptions; coordinate campus counseling functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent districtwide and / or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds

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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:** 05/19/20

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:** \_\_\_\_\_