

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Senior High Lead Counselor	<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>	03/31/2021

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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:**

Knowledge of Counseling and curriculum programs

Knowledge of High school curriculum, graduation requirements and credits

Knowledge of College admission process, FAFSA/TASFA

Knowledge of scholarship application process, resources, student/parent support with applications

Knowledge of College, Career, Military Readiness (CCMR)

Knowledge of working with at-risk students, underserved student populations

Knowledge of Advanced Academics

Knowledge of mental health awareness, resources

Knowledge of State and national testing for high school students

Ability to manage budget and personnel

Computer skills

Excellent organizational, communication, public relations, and interpersonal skills

Knowledge of the types of services provided by counselors

**Experience:**

At least three years of teaching experience

**Job Title:** Senior High Lead Counselor

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

Lead counseling team to inform and recruit students for academic opportunities in advanced course work, career and technical education, academic choice programs, and unique learning opportunities including a focus of increasing the participation of underserved student populations

Monitor and track College, Career, and Military Readiness (CCMR) with the goal of increasing the number of students that are CCMR Met by graduation

Lead FAFSA and TASFA workshops throughout the year, monitor and track number of students that have completed the FAFSA application

Work with feeder school counselors on vertical alignment to support the process of course selection

Develop and implement a transition program for new students including all new 11<sup>th</sup> grade students entering the senior high school

Ensure all counseling events have appropriate translation available. Spanish Support and materials are critical, other languages as identified

Ensure all Plano ISD student visits with counselor are documented on the Plano ISD student visit form

Ensure all reports of bullying, harassment, cyberbullying, and discrimination are reported by counselors to the principal within 24 hours utilizing the Plano ISD Counselor Reporting Form for Bullying, Cyberbullying, Harassment, and Discrimination

Maintain a reduced caseload of a minimum of 200 students

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

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

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

Communicate 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

**Job Title:** Senior High Lead Counselor

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

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 sized 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.

**Job Title:** Senior High Lead Counselor

**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:** 03/31/2021

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