

## **SECONDARY COUNSELOR**

### **A. QUALIFICATIONS:**

1. The Secondary Counselor shall have the general qualifications of a teacher as prescribed by the State Department of Education.
2. The Secondary Counselor shall hold at least a master degree from an accredited college or university and a valid counselor's certificate or be eligible for a permit. To be eligible for a permit, the Secondary Counselor must have at least 24 graduate hours with 12 of those in guidance and counseling.
3. The Secondary Counselor shall have had at least three (3) years of successful teaching experience.

### **B. APPOINTMENT:**

The Board of Trustees shall appoint the Secondary Counselor upon the recommendation of the Superintendent of Schools for a term of not more than two years and the contract will be considered for extension at the regular March meeting.

### **C. REPORTS TO:**

The Secondary Counselor shall report to the building principal.

### **D. JOB PERFORMANCE STATEMENTS:**

1. Instructional Management
  - a. Participates in the administration of the standardized testing program adopted by the district.
  - b. Collects and interprets data for use in student placement and instructional programs.
  - c. Identifies students failing to master any portion of TAKS, reports objective areas of need for tutorial programs, and monitors student progress.
  - d. Plans, conducts, and/or assists with staff development programs for individual school or district-wide personnel when appropriate.
  - e. Assists school administrators, faculty, and other special services personnel in developing a curriculum which meets the abilities, interest, and needs of students.
  - f. Cooperates with administrators and teachers in identifying students with special abilities and in providing appropriate classroom placement.

- g. Establishes and implements procedures for course selection and grouping of students.
  - h. Participates in the special education referral process, in ARD meetings, and on IAT committee when appropriate.
  - i. Collects and reports student data for tests including PSAT, SAT, ACT, and statewide norm-referenced test.
2. School Climate
- a. Communicates effectively with students, professional staff, parents, and community in a positive manner.
3. School Improvement
- a. Provides guidance services for counseling, consultation, coordination, and student appraisal to meet the educational, vocational, and personal-social needs of the students.
  - b. Counsels and serves as a resource person for parents on problems affecting the educational, physical, emotional, and social growth of the student.
4. Personnel Management
- a. Works cooperatively with the staff to provide a continuous flow of information concerning student needs.
  - b. Develops in-service programs as needed.
5. Administration and Fiscal/Facilities Management
- a. Complies with district policies, as well as state and federal guidelines.
  - b. Implements programs within budget limits.
6. Student Management
- a. Develops and maintains effective counseling techniques with individual and/or groups of students and provides assistance in meeting educational, occupational, and personal needs.
  - b. Provides crisis counseling and consultation to students.
  - c. Keeps confidential the counseling relationship and information except when the student's condition requires intervention.

- d. Counsels with students, teachers, and parents concerning failing grades.
- e. Supervises the processing of student report cards.
- f. Informs students of the requirements for taking the TAKS test with emphasis on mastery of Exit-Level TAKS as a requirement for graduation.
- g. Interprets test results for students and parents.
- h. Uses individual test results to help assess individual student's strengths and weaknesses.
- i. Administers Advanced Placement Tests.
- j. Disseminates information to students concerning summer school, correspondence courses, and other educational alternatives.
- k. Maintains student schedules.
- l. Schedules new students and provides information regarding placement and district policies.
- m. Assists students in developing an appropriate graduation plan.
- n. Works cooperatively with sending school counselors to ease transition.
- o. Conducts pre-registration of courses for the following year.
- p. Provides schedule changes to accommodate needs of students.
- q. Checks student transcripts for correct course placement and accuracy to ensure that state and district requirements are fulfilled.
- r. Provides current information of reference guides and colleges and maintains appropriate career information for students.
- s. Disseminates college scholarship information.
- t. Assists students with the application process for college admission, scholarship, financial aide, alternative post high school training, including letters of recommendation.
- u. Plans and coordinates college night activities.
- v. Assists the principal in organizing commencement ceremonies, awards activities, and/or other student related programs.

- w. Processes special education, ESL, GT, and all other referrals.
- x. Serves as liaison with the school psychologist, homebound teachers, diagnostician, Community Youth Services worker, CADAC counselors, and Support Counselors.

7. School/Community Relations

- a. Cooperates with appropriate agencies, community groups, and school organizations.
- b. Organizes and conducts parent education programs.
- c. Works cooperatively with and coordinates the use of community referral services.

8. Professional Growth and Development

- a. Participates in in-service training programs.
- b. Attends workshops and participates in professional organizations.
- c. Utilizes and shares information in professional development programs.
- d. Maintains a professional, ethical manner in accordance with generally accepted standards; complies with Texas Education Agency (TEA) codes.

9. Other

- a. Performs any other task and assumes such responsibilities as may be assigned by the Superintendent of Schools.

E. EVALUATION:

- 1. The job performance statements shall constitute the criteria for an evaluation form with an evaluation code as follows:

N/A	Measure Not Being Taken.
1	No Measurable Progress.
2	Progressed Toward The Goal.
3	Met The Goal.
4	Exceeded The Goal.
5	Significantly Exceeded The Goal.

2. The evaluation form shall contain a place for comments and general observations made by the evaluating person. These comments shall constitute additional criteria for evaluation.
3. The Secondary Counselor's evaluation is a responsibility resting with the principal. An evaluation shall be completed in writing at least once during the course of the school year.
4. The principal shall submit to the Superintendent of Schools or the staff person designated by the Superintendent of Schools, the completed evaluation of each Secondary Counselor at the time stipulated by the Superintendent of Schools.

F. SALARY:

The salary of the Secondary Counselor shall be based on the schedule adopted by the Board of Trustees for this position.

Source: Local  
Approved: 1-24-2006  
Revised: 8-19-2008  
Reviewed: 8-04-2009