



## Job Description – Counselor

**Department:** Academics

**FLSA Status:** Exempt

**Work Days:** 196

**Job Status:** Full time

**Reports To:** Campus Director

**Funding:** 420-31-6119-000-0-11

### POSITION SUMMARY

Work with school faculty, staff, students, parents and community to plan, implement and evaluate a comprehensive developmental guidance and counseling program. Counsel students to fully develop each student's academic, career, personal and social abilities and address the needs of special population students.

### ESSENTIAL FUNCTIONS

#### Major Responsibilities and Duties:

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

#### Guidance

- Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
- Assist teachers in the teaching of guidance-related curriculum.
- Guide individuals and groups of students to develop educational plans and career awareness.

#### Counseling & Consultation

- Provide counseling to students individually or in small groups as needed.
- Consult parents, teachers, administrators and other relevant people to enhance their work with students.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Work with school and community personnel to bring together resources for students.

#### Assessment

- Participate in planning and evaluation of campus standardized testing programs.
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students and their parents.
- Maintain confidentiality of student assessment and testing process.

## Program Management

- Plan and implement a balanced, school guidance and counseling program to ensure they meet identified needs, priorities, and program objectives.
- Educate school staff, students, parents and community about guidance and counseling program/services.

## Communication

- Establish and maintain open channels of communication and professional relationships with students, parents, teachers, principals and other school personnel.
- Use effective communication skills to present information accurately and clearly.

## Professional Growth and Development

- Participate in district and campus staff development programs that improve job-related skills.
- Demonstrate interest and initiative in professional improvement.

## Qualities of Effective Counselors

- Keep informed of and comply with state, district, and federal program policies and procedures for classroom teachers, including daily attendance, punctuality and confidentiality.
- Compile, maintain and file all reports, records and other required documents.
- Attend and participate in faculty meetings and serve on committees as required.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
- Daily attendance and punctuality at work are essential functions of the job

## Supervisory Responsibilities:

- None

## QUALIFICATIONS

### Education/Certification

- Master's degree in guidance counseling from an accredited four year university or college
- Valid Texas certification as a Counselor, Special Education Counselor or Career and Technology/Vocational Counselor
- Candidate must have satisfactory outcome of fingerprinting background check. Non- refundable fee (approximately \$50.00) paid by the employee

### Special Knowledge/Skills:

- Knowledge of counseling procedures, student appraisal and career development
- Excellent organizational, communication and interpersonal skills
- Ability to instruct students and manage their behavior

### Experience:

- Two (2) years of classroom teaching in a public or accredited private school system

**WORK ENVIRONMENT**

**Mental Demands**

- Above average degree of concentration, communication (verbal and written), interpretation, understanding verbal instructions, analyzing, differentiating, reading, coordinating, compiling, computing, instructing, emotional control, memorizing, organizational skills, and the ability to work with individuals from diverse backgrounds.

**Physical Demands**

- Regularly required to stand, walk, talk, hear, and write. Lift and/or move up to 25 pounds.
- Frequently required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

San Antonio School for Inquiry & Creativity has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

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