

## **Killeen Independent School District Job Description**

**Job Title:** Director for Secondary Guidance Services  
**Reports To:** Chief College, Career & Military Readiness Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Provides leadership in planning, organizing, developing, implementing, coordinating, and evaluating the guidance and counseling program; serve as a consultant to principals, teachers, parents, other KISD administrators, and personnel of community agencies so that a well-rounded unified program of education will be made available to all students. Supports campuses in all aspects of registration, including, but not limited to, transfer courses, transcript interpretation and translation, and PEIMS.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Serves as a consultant for all secondary counselors in the district.

Coordinates the counseling and guidance program, grades 6-12.

Leads counselors in redefining the mission and role of counselors.

Assists counselors in planning and implementing career awareness activities for students in grades 6-12.

Assists counselors in the development of personalized educational and career plans for students. (graduation requirements, college entrance exams, scholarships, financial aid)

Supervises graduate follow-up studies and make those reports available.

Collaborates with the Director for Elementary Guidance Services to lead a district wide Advisory Committee for guidance and counseling.

Works with counselors in understanding the district goals and how important their roles are in supporting those goals.

Works with administrators and staff in focusing on a vision of school improvement with emphasis on the role of a comprehensive guidance and counseling program in such improvement.

Keeps principals informed of all information shared with counselors.

Keeps parents and community abreast of latest information regarding best practices in the field of guidance and counseling, course offerings, graduation plans, etc.

Provides appropriate staff development for counselors and registrars.

Collaborates with counselors to plan and conduct for teacher's professional development credit workshops and inservices related to counseling, communicating with students, conflict resolution, and building good teacher-student relationships.

Establishes and maintains a central resource material center for counselors and parents.

Collaborates with the Director for Elementary Guidance Services, administrators and staff as a resource person in the development of a crisis management plan.

Participates with the Learning Services department in the developing, publishing, editing and posting on KISD web site the yearly publications; Student Guide to the Future, Course Description Guide and Middle School Course Book.

Works with Testing and Research in the training of teachers and the testing of students for ACT/SAT.

Assists campuses in data input for those who do not have access privileges.

Assists campuses in eSchool Plus procedures dealing with registration (entry/withdrawal vectors, promotion status, etc.)

Coordinates between registrars, Student Information Systems, and appropriate district offices regarding policy and procedures for registration, grades, transcripts, course codes, curriculum considerations, and GPA/ranking.

Assists registrars in evaluating/sending schools' academic achievement records and assists in records maintenance during the school year.

Supports course changes in eSchool Plus relative to PEIMS updates and change documents.

Supports updating and distributing of guidance forms including, but not limited to, Explanation of KISD grades, Junior and Senior Application for Concurrent Enrollment and Junior and Senior Application for Early Graduation.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Assists principal in supervising campus counselors. Carries out supervisory in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning and assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree required; three years of public school counseling experience, preferred and three years of school district leadership experience, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Counselor's Certificate, required; Principal Certificate, preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions,

and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, public agencies and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

### **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

**Revised Date:** May 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.