

Killeen Independent School District Job Description

Job Title: STEM Academy Advisor – Middle School
Reports To: Principal
FLSA Status: Exempt

SUMMARY

Provides education, career, and guidance services to STEM Academy students on the middle school campus. Assists with the planning and implementation of STEM Academy programming on the middle school campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Program Management

Participates in campus staff meetings and supports the culture and goals of the STEM Academy and the campus.

Attends staff meetings for STEM Academy.

Collaborates with school personnel, students, parents and the community to plan, implement, evaluate, and promote continuous improvement of STEM Academy programming.

Attends and supports recruitment, registration and preregistration events for the middle school STEM Academy.

Manages program personnel and/or other program resources.

Advocates the STEM Academy program and the counselors' ethical and professional standards with school personnel, parents, students, and the community.

Guidance/Counseling

Guides accurately and without bias individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding high school and post-secondary opportunities.

Guides accurately and without bias individuals and groups of students and parents to plan, monitor, and manage the student's own career development.

Facilitates career planning and graduation planning (four-year planning) with STEM Academy students.

Guides accurately and without bias individuals and groups of students and parents to plan, monitor, and manage the student's own personal and social development.

Uses accepted theories and effective techniques of development guidance to promote career, educational, personal, and social development of students.

Uses accepted theories and effective techniques to provide individual developmental preventive, remedial, and/or crisis counseling.

Uses accepted theories and effective techniques to provide group developmental preventive, remedial, and/or crisis counseling.

Consultation/Coordination

Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success in the STEM Academy.

Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.

Collaborates providing professional expertise to advocate for individual students and specific groups of students in the STEM Academy.

Participates, as needed, in the implementation of the Dyslexia, Talented and Gifted, English as a second language, At-Risk, Special Education and 504 programs for STEM Academy students.

Uses an effective process when referring students, parents, and/or others to special programs and services.

Student Assessment

Adheres to legal, ethical, and professional standards related to assessment.

With the assistance of school personnel, interprets standardized tests results and other assessment data to guide STEM Academy students in individual goal setting and planning.

Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.

Participates in supporting the school group standardized testing program on testing days.

Proctors, as needed, online assessments for TXVSN or other district approved vendors.

Professional Behavior/Professional Standards

Demonstrates professionalism, including a commitment to professional development.

Advocates for a school environment that acknowledges and respects diversity.

Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents and community members.

Adheres to legal standards including school board policies.

Adheres to state, district, and campus standards, regulations, and procedures.

Commits to current professional standards of competence and practice.

Promotes and follows ethical standards for school counselors.

Demonstrates professional and responsible work habits.

Uses professional written and oral communication and interpersonal skills.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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 and two years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Counseling certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret educational periodicals, professional journals, educational procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, students, community and 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

Date: December 5, 2019

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.