Killeen Independent School District
Job Description

Job Title: School Counselor
Reports To: Principal and/or Assistant Principal
FLSA Status: Exempt

SUMMARY
Advocates for and supports all students in their personal, social academic and career development. This is accomplished through a variety of approaches including, but not limited to, delivery of guidance curriculum in various group sizes to support student development; individual and group counseling; individual student planning and goal-setting activities; consultation and coordination activities to support student success, an effective interpretation of student assessment data.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages and leads the counseling program by planning, organizing, implementing and delivering program activities to improve students’ Intrapersonal Effectiveness, Interpersonal Effectiveness, Personal Health and Safety and Post-Secondary Planning and Readiness.

Delivers classroom guidance activities by teaching the school guidance curriculum components through the use of effective instructional skills and intentionally planned, structured group sessions for students based on campus needs.

Implements the individual student planning component by guiding individuals and groups of students, and parents or guardians, through the development of educational, career, personal or social justice plans.

Provides responsive service component services through effective use of individual and group counseling, consultation, and referral skills.

Provides system support component activities through effective school counseling program management and support for other educational programs.

Serves as a consultant to teachers who conduct lessons based on the schools’/districts’ guidance curriculum.

Clearly articulates and communicates the counseling program’s management system and related program action plans to administration, faculty, parents, and the community.

Demonstrates ethical and professional behaviors and standards as set forth by the American Counseling Association, the American School Counselors Association, and the state of Texas.

Acts as a student advocate, leader, collaborator, and systems change agent.

Assists students and their parents or guardians in monitoring their academic, career, personal and social development as they progress in school.

Collaborates with administration in the coordination and implementation or school programs that address students’ educational, career, personal and social development.

Informs and consults with the counseling program advisory council in its role in planning and implementing the counseling program.
Guides and advises students and their parents/guardians regarding the importance of higher education, coursework designed to prepare students for higher education, and financial aid availability and requirements.

Conducts an annual campus counseling program evaluation.

Provides parent and staff training and consultation to foster student educational, career, personal and social development.

Performs other related comprehensive school counseling program assignments.

Demonstrate 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.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS
Tools/Equipment Used: Personal computer (PC) and peripherals; standard instructional equipment; requires considerable close up work with computer video displays
Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Frequent walking
Lifting: Regular light lifting and carrying (less than 15 pounds)
Environment: Work inside, may work outside, occasional district-wide travel to multiple campuses as assigned
Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours
Revised Date: July 21, 2020

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.