



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: School Counselor Elementary/Middle School **Pay Grade:** Counselor Salary Scale

Reports To: Principal **Terms of Employment:** 197-217 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to provide academic, social, and emotional counseling services and support to students that will support them to become college and career ready and productive citizens.

Qualifications:

Education/Certification:

- Master's Degree
- Texas School Counselor Certification EC-12

Special Knowledge/Skills:

- Knowledge of student appraisal system and career development
- Excellent organizational, communication and interpersonal skills

Major Responsibilities and Duties:

1. Makes home visitations to facilitate home/school communication and counseling needs.
2. Identifies "at-risk" students and provides appropriate alternative education and/or guidance services.
3. Provides personal and developmental counseling services through individual and group conferences.
4. Helps develop, coordinate, and facilitate a Teachers As Advisors Program (TAP).
5. Participates as a trainer/coordinator of Peer Facilitator Programs and Projects.
6. Plans and facilitates parent effectiveness training programs.
7. Provides a system of written documentation of services provided as a counselor.
8. Assists in the preparation of written reports that are required by the local school system and/or the Texas Education Agency.
9. Provides a program of educational, career and vocational services.
10. Provides information to students and parents concerning course offerings, educational and career opportunities, and resources that will contribute to the continuing development of students.
11. Shares information with parents and interprets pertinent data about student's academic records and progress.
12. Assists students in making the transition successfully from one school level to another.
13. Assists in planning, developing, and evaluating the developmental guidance and counseling program.
14. Assists in identifying students with special abilities and needs.
15. Works cooperatively with professional personnel and community resource personnel in the prevention and/or intervention of school dropouts.
16. Holds conferences to assist parents in understanding their children and in obtaining realistic perceptions of their children's potentials.
17. Coordinates the use of referral services available beyond those which counselors can provide.

ADOPTED: 3-5-85

AMENDED: 2-14-97, 6-28-01, 8-23-01, 12-16-04, 1-5-05, 1-21-05, 7-1-10,
5-3-11, 3-8-13, 10-5-16, 10-23-17, 5-19-2020

School Counselor Elementary/ Middle School

18. Serves as consultant in the area of guidance and counseling to parents, teachers, and administrators regarding special concerns or needs of students.
19. Participates in research programs related to students' needs and in evaluating how well school guidance and counseling services are meeting the needs of students.
20. Explains the role of counselors to appropriate agencies, the community, and to school staff members.
21. Assists in classroom and/or behavioral management planning with parents and professional personnel.
22. Coordinates other guidance-related services (e.g. orientation, student assessment, advisement, community resources, and educational placement).
23. Upholds and adheres to safety rules and policies of the SISD safety program.
24. Supports the goals and objectives of the school district and follows all district policies.
25. Performs any other duties as assigned by the appropriate supervisor.
26. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
27. Demonstrates a high level of independent, ethical, and professional conduct.
28. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/ Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

Physical Demands/Environmental Factors: Occasional district wide travel; occasional prolonged and irregular hours

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of board policy.

Employee Name (Please Print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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