



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: School Counselor – High School

Pay Grade: Counselor Salary Scale

Reports To: Principal

Terms of Employment: 212

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. Plans, implements and evaluates a comprehensive program of guidance, including counseling services.
2. Teaches the school developmental guidance curriculum.
3. Assists teachers in the teaching of guidance related curriculum.
4. Guides individual and groups of students through the development of educational plans and career awareness.
5. Counsels individual students relative to their needs/concerns.
6. Counsels small groups of students relative to their needs/concerns.
7. Uses accepted theories and techniques appropriate to school counseling.
8. Consults with parents, teachers, administrators and other relevant individuals to enhance their work with students.
9. Coordinates with school and community personnel to bring together resources for students.
10. Uses an effective referral process for assisting students and others to use special programs and services.
11. Participates in the planning and evaluation of the school standardized testing program.
12. Interprets test and other appraisal results appropriately.
13. Adheres to ethical, legal and professional standards.
14. Upholds and adheres to safety rules and policies of the SISD safety program.
15. Supports the goals and objectives of the school district and follows all district policies.
16. Performs any other duties as assigned by appropriate supervisor.
17. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.

ADOPTED: 3-5-85

AMENDED: 2-14-97 8-23-01, 12-16-04, 1-5-05, 1-21-05, 7-1-10, 5-3-11,
1-22-13, 10-5-16, 10-23-17

School Counselor – High School

18. 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: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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