



## SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

### JOB DESCRIPTION

**Job Title:** Director of Guidance and Counseling

**Salary Block:** 108

**Reports To:** Assistant Superintendent of Secondary Education

**Terms of Employment:** 226 Days

**Exemption Status:** Exempt

#### Primary Purpose:

The primary purpose of this position is to oversee and support the district's counselors as well as the overall operation of the guidance and counseling department.

#### Qualifications:

##### Education/Certification:

- Master's degree
- TEA Counselor Certification
- Mid-Management or Principal Certification (Preferred)

##### Special Knowledge/Skills:

- Demonstrate skills and knowledge in the American School Counselor Association's (ASCA) National Model for School Counseling Programs

##### Experience:

- Five (5) years public school counseling experience

#### Major Responsibilities and Duties:

1. Provide leadership in the development, operation, and integration of guidance and counseling services for all students and programs.
2. Coordinate guidance and counseling services in concert with the district curriculum and other instructional area/programs.
3. Promote positive relations through effective communication with parents, school personnel and the community.
4. Maintain an ongoing dialogue with school administrators, district directors, and guidance counselors, regarding programs and services that meet the needs of all students.
5. Provide professional development for Guidance Counselors which promotes professional growth and expertise and is relevant to the needs of all students.
6. Promote guidance and counseling partnerships with schools and the community.
7. Supervise appropriate professional and paraprofessional staff members.
8. Assists in conducting interviews and recommending the employment of highly qualified counselors.
9. Provide an effective counseling program which operates within local, state, and national guidelines.
10. Increase the quality and scope of the district's guidance and counseling program by staying current in best practices and pedagogy at the state and national level.
11. Promote programs and activities to increase student success in the educational setting.

ADOPTED: 5-16-89

AMENDED: 5-7-91, 3-1-02, 3-15-02, 12-6-06, 11-8-07, 11-28-07,  
6-4-08, 3-17-09, 10-20-10, 7-22-14, 8-17-15, 10-5-16, 10-23-17  
11-15-2022, 11-13-2025

## Director of Guidance and Counseling

12. Provides information to parents and students on postsecondary options to increase the number of SISD students that go on to postsecondary education.
13. Promote programs and activities to provide meaningful involvement for parents in their students' education; also, to include school personnel and community.
14. Is responsible for the Department of Guidance and Counseling budget.
15. Coordinate and revise the district course catalog and train high school counselors, clerks, and administrators.
16. Responsible for the coordination and revision of the district transcript manual.
17. Coordinate District collegiate forums: Preparing for college forum, state collegiate forum, national collegiate forum, regional collegiate forum, alumni collegiate forum, and military academy collegiate forum.
18. Coordinate and assist with the implementation of training on graduation requirements with respect to House Bill 5 at the middle and high school level.
19. Coordinate the District grade reclassification committee, Generation Texas for the District, academic signing day for the District, District FAFSA nights, postsecondary funding reporting guidelines with Region 19, and the creation of the District transition guides for the respective grade levels.
20. Assist campuses with academic and career needs with course selection, graduation requirements, transcript analysis, policy concerns, HB5, career selection, and university enrollment process and procedures.
21. Act as a liaison between the schools, universities, and social services agencies.
22. Coordinates the District's crisis response team and assists campuses with any death, grief, trauma, child abuse, and/or suicide.
23. Coordinate the District's mentoring program, CHAMPS (Children's Access to Mentors Promotes Success)
24. Take initiative to develop needed professional skills appropriate to job assignments.
25. Involve oneself actively in professional associations and make professional presentations at conferences.
26. Upholds and adheres to safety rules and policies of the SISD safety program.
27. Supports the goals and objectives of the school district and follows all district policies.
28. Support the district's social media efforts that highlight the hard work of our students and staff as well to increase communication with all stakeholders. (i.e. direct your Twitter followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
29. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
30. Demonstrates a high level of independent, ethical, and professional conduct.
31. Performs any other duties as assigned by immediate supervisor.
32. 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); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Frequent district wide travel and occasional statewide 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.*

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## Director of Guidance and Counseling

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

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Employee Name (please print)

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Signature

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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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