



Longview Independent School District

JOB DESCRIPTION

ACADEMIC ADVISOR – HIGH SCHOOL

JOB TITLE:	Academic Advisor – High School	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	203 Days
DEPARTMENT:	High School	PAY GRADE:	Teacher Pay Scale

PRIMARY PURPOSE:

Plan, implement, and evaluate a comprehensive guidance program to the counseling services; provide a proactive developmental guidance program to encourage all students to maximize personal growth and development; assist grade level principal in maintaining a smooth running daily routine

QUALIFICATIONS:

Minimum Education/Certification:

Master's degree in guidance counseling from an accredited college or university
Valid Texas counselor certification
Valid Texas teacher certification with required endorsements for subject and level assigned
Meet the "Highly Qualified" requirement under NCLB standards

Special Knowledge and Skills:

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior

Minimum Experience:

Three years teaching experience and at least two years serving as a counselor

MAJOR RESPONSIBILITIES AND DUTIES:

Guidance

1. Teach school developmental guidance curriculum to students
2. Help teachers incorporate guidance-related information into existing curriculum



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Guidance (continued)

3. Provide guidance to individuals and groups of students to develop education plans and career awareness
4. Counsel individuals and small groups

Consultation

5. Consult parents, teachers, administrators, and other appropriate individuals to enhance their work with students
6. Work with school personnel and school district residents to obtain resources for students
7. Use an effective referral process to help students and others use special programs and services

Assessment

8. Coordinate and participate in planning and evaluation of campus standardized testing program
9. Interpret tests and other appraisal results appropriately

Program Management

10. Plan school guidance and counseling programs to ensure that they meet identified needs
11. Develop and coordinate a continuing evaluation of guidance program and make changes based on findings
12. Compile, maintain, and file all required physical and computerized reports, records, and other documents as required

Administration

13. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area
14. Comply with all district and campus routines and regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Administration (continued)

15. Maintain a positive and effective relationship with supervisor and staff
16. Communicate effectively with colleagues, students, and parents
17. Assist in scheduling for master schedule
18. Coordinate and facilitate student pre-registration and registration activities

Professional

19. Model behavior that is professional, ethical, and responsible
20. Participate in professional development to improve skills related to job assignment

Other

21. Comply with district policies, as well as state and federal laws and regulations
22. Adhere to the district's safety policies and procedures
23. Maintain confidentiality in the conduct of district business
24. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
25. Demonstrate regular and prompt attendance
26. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s)

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Performance Development Appraisal System (PDAS)

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2013