



Longview Independent School District

JOB DESCRIPTION COUNSELOR – DADE CENTER

JOB TITLE:	Counselor - Dade Center	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Coordinator of Alternative Schools	TERMS:	203 Days
DEPARTMENT:	Dade/JDC	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Plan, implement, and evaluate a comprehensive program of guidance counseling services; provide a proactive developmental guidance program to encourage all students to maximize personal growth and development

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 counselor in a public school setting

MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide guidance services for identified students
2. Help teachers incorporate guidance-related information into existing curriculum



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Assist campus counselors with guidance activities
4. Develop crisis intervention strategies and programs for identified population
5. Develop discipline strategies to intercept and avoid discipline problems
6. Consult parents, teachers, administrators, and other appropriate individuals to enhance their work with identified students
7. Seek educational program alternatives for identified students
8. Provide ARD services to identified students
9. Provide assistance to students with disabilities who are transitioning from high school to post high school experiences in regard to vocational activities, further education, community involvement, and daily living experiences
10. Facilitate student involvement with appropriate community agencies in preparation for post secondary transition
11. Help students to understand themselves, to understand and clarify their relationship with others, and to implement positive behavior
12. Assist parents of special needs students
13. Compile, maintain, and file all required physical and computerized reports, records, and other documents as required
14. Model behavior that is professional, ethical, and responsible
15. Participate in professional development to improve skills related to job assignment
16. Comply with all district and campus routines and regulations
17. Maintain a positive and effective relationship with supervisor and staff
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Maintain confidentiality in the conduct of district business
21. Demonstrate regular and prompt attendance
22. 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)
23. 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

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



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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