



Longview Independent School District

JOB DESCRIPTION

COUNSELOR – HIGH SCHOOL, LEAD

JOB TITLE:	Counselor – High School, Lead	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	217 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Administrative 3

PRIMARY PURPOSE:

Help establish, implement, and manage program for student guidance; assist in helping student guidance; assist in helping students in academic, personal, and social decision making

QUALIFICATIONS:

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

Experience:

Three years teaching experience, and at least two years serving as counselor in a public school setting

MAJOR RESPONSIBILITIES AND DUTIES:

Guidance

1. Assist in planning and developing the school's education, guidance and counseling program in relation to the needs of the students being served
2. Provide up-to-date information on reference guides and colleges



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Guidance (continued)

3. Promote and participate in the College/Career Nigh activities

Consultation

4. Counsel and serve as resource persons for parents with problems affecting the orderly educational, physical, emotional and social growth of the student
5. Provide counseling in crisis situations
6. Work cooperatively with and coordinate the use of community referral sources in the prevention and/or intervention of pregnancy, drug, and child abuse, school dropouts, runaways, etc.

Assessment

7. Accept and act on referrals from students, parents, teachers, and administrators
8. Check student transcripts for correct course placement and accuracy to ensure that state and district requirements are fulfilled before graduation
9. Maintain academic records to include TAAS labels, transcripts labels, cumulative folders, four-year plans, and other records as required by the principal

Administration

10. Serve as high school's GLOBE representative
11. Serve as coordinator for correspondence courses
12. Coordinate and enroll services for foreign exchange students
13. Conduct Counseling Department meetings
14. Develop a budget and complete budget reports as required

Other

15. Comply with district policies, as well as state and federal laws and regulations



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MAJOR RESPONSIBILITIES AND DUTIES:

Other (continued)

16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. 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)
19. Demonstrate regular and prompt attendance
20. 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