

## NEW CANEY INDEPENDENT SCHOOL DISTRICT

**TITLE:** High School Guidance Counselor

**QUALIFICATIONS:**

1. Valid Counselor Certification
2. Master's degree from an accredited college or university
3. Three (3) years satisfactory teaching experience
4. Knowledge of state and national policies as related to the school counseling program
5. Knowledge of technological and computer applications as related to guidance/counseling functions
6. Knowledge and experience in creating a high school master schedule
7. Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**SPECIAL WORKING CONDITIONS:** **Mental Demands/Physical Demands/Environmental Factors:** Maintain emotional control under stress. Occasional prolonged and irregular hours. Prolonged use of computer.

**REPORTS TO:** Campus Principal

**SUPERVISES:** N/A

**PRIMARY PURPOSE:** Provide leadership in an on-going effort to improve the developmental guidance and counseling program at New Caney High School

**TERMS OF EMPLOYMENT:** 210 Days

**WAGE/HOUR STATUS:** Exempt

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Coordinates the high school guidance program including regularly scheduled meetings with guidance staff.
2. Plans, implements, and evaluates a comprehensive guidance and counseling program to serve the needs of all students.
3. Coordinates guidance activities within the classroom.
4. Coordinates and assists high school staff in orientation activities regarding the developmental guidance plan.
5. Provides leadership in guiding individuals and groups of students through the development of educational plans and career awareness.
6. Coordinates the graduate survey and school profile.
7. Coordinates the planning and evaluation of the school group standardized testing program.
8. Facilitates appropriate educational placement for students with special needs by coordinating referral procedures and serving as the high school at-risk and 504 coordinator.
9. Provides intervention on behalf of any student whose immediate personal concerns or problems put the student's continued education, career, personal or social development at risk.
10. Establishes CORE team referral procedures to ensure that referrals are completed in a timely and effective manner.

11. Coordinates with school and community personnel to bring together resources for students.
12. Maintains confidentiality and accuracy of records and related information and assists with the management of student records.
13. Ensures the data quality and minimum standards of the Academic Achievement Record (AAR).
14. Collaborates with administration in the development of the high school master schedule.
15. Serves as the secondary summer school counselor.
16. Serves as a member of the high school Crisis Response Team (CRT).
17. Coordinates staff development activities related to departmental needs.
18. Collaborates in the development of the yearly course selection guide.
19. Perform other duties as assigned by the Principal.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The superintendent may assign additional duties when deemed appropriate.

**EVALUATION:** Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of special education personnel.