



Job Title: Counselor Facilitator

Exemption Status/Test: Exempt

Reports to: Guidance and Counseling Director

Date Revised: May 2021

Dept. /School: Guidance & Counseling

Primary Purpose:

To ensure all campuses implement a systematic PK-12 data driven school counseling program for ALL students that will:

- Promote academic excellence
- Foster a safe and caring environment
- Inspire social/emotional growth
- Empower students to graduate college and career ready

Qualifications:

Education/Certification:

Master's Degree with Texas certification in school counseling

Valid Texas teacher certification

Administrator certification preferred

Experience:

Two (2) years or more of classroom experience

Three (3) years or more of counseling experience

Three (3) years of leadership experience or administrative certification, preferred. May include serving as Lead Counselor, professional development facilitator of a counseling related association/council, tec.

All levels of counseling experience including experience in facilitating social and emotional learning, guidance lessons, individual student planning, responsive services, systems support, parent meetings, school wide activities, and graduation requirements.

Special Knowledge/Skills:

Knowledge of academic counseling procedures, and college and career development

Ability to build relationships with students, staff, and parents

Ability to problem solve and work collaboratively with others

Ability to communicate professionally in oral and written form to school counselors and administrators

Ability to evaluate and document effective school counseling programs

Initiative to utilize technology applications, student management systems, Microsoft applications, PowerPoint, Google, etc.

Ability to plan and organize effectively

Ability to define problems, collect data, establish fact, and draw valid conclusions

Ability to read high school transcripts

Know the American School Counselor Association (ASCA) model

- Guidance Lessons
- Responsive Services
- Individual Planning
- System Support/Program Management

Major Responsibilities and Duties:

1. A Counselor Facilitator must be able to collaborate with district and campus staff to implement district wide initiatives, identify effective school counseling programs, and provide support and assist administrators with evaluation and written documentation on assigned campuses.
 - Assist with recruiting, selecting, and orienting new counselors
 - Supervise the New Counselor Mentoring Program
 - Plan and conduct professional development for school counselors and district wide staff
 - Assist with Administrator Trainings
 - Review all transcripts for the Local graduation Committee (LGC)
 - Must know how to read high school transcripts
 - Must know school counseling programs for all levels
 - Stay apprised of research-based strategies
 - Create and manage a yearly, weekly, and daily calendar
 - Demonstrate leadership by actively engaging in district committees
 - Know the school counselor evaluation tool
 - Plan, monitor, and evaluate school counselors on campuses
 - Visit assigned campuses weekly to support and coach counselors
 - Meet with school administrators to discuss any counseling issues as needed
 - Monitor and document all campus visits through designated tool
 - Advocate for school counselors
 - Assist school counselors with time management and planning
 - Comply with federal, state, and district policies
 - Coordinate district wide activities that foster the social/emotional well-being of all students
 - Assist with the district wide college readiness initiatives
 - Monitor required guidance lessons and small group activities on campuses
 - Assist in school wide college/career guidance activities and college/career fairs
 - Collect and analyze data to drive campus based and district wide prevention and intervention
 - Conduct monthly meetings to disseminate information and discuss best practices
 - Collaborate and work as a team on all district wide activities
 - Follow ASCA Code of Ethics
 - Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Ability to sit for prolonged periods, occasional bending/stooping, pushing, pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions; frequent walking

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside, may work outside

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; may work prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.