



**Job Title:** Coordinator Guidance and Counseling

**Exemption Status/Test:** Exempt

**Reports to:** Guidance and Counseling Director

**Date Revised:** July 1, 2019

**Dept. /School:** Guidance and Counseling Department

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**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 preferred  
Administrator certification preferred

**Experience:**

Five (5) years of counseling experience with a minimum of two (2) years at the secondary level  
Three (3) years of leadership experience (may include serving as a P-TECH/ECHS Counselor. Lead Counselor, board member or professional development facilitator of a counseling related association/council, etc.)  
All levels of counseling experience including: social and emotional learning guidance lessons, individual student planning, responsive services, systems support, parent meetings, school wide activities, and graduation requirement preferred

**Special Knowledge/Skills:**

Knowledge of academic counseling procedures, and college and career development  
Knowledge of and ability to implement the Naviance College and Career platform  
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

**Major Responsibilities and Duties:**

1. A Counselor Coordinator 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.
2. Assist with recruiting, selecting, and orienting new counselors.

3. Supervise the New Counselor Mentoring Program.
4. Manage the college readiness initiatives (college night, expo, etc.).
5. Update the National Clearinghouse Collegiate Assoc. course offerings for GISD.
6. Plan and conduct professional development for school counselors and district wide staff including Naviance implementation.
7. Assist with Administrator Trainings.
8. Review senior transcripts for all high schools.
9. Develop a tracking system to do Senior Audits.
10. Review all transcripts for the Local Graduation Committee (LGC).
11. Must know school counseling programs for all levels.
12. Stay apprised of research-based strategies.
13. Create and manage a yearly, weekly, and daily calendar.
14. Demonstrate leadership by actively engaging in district committees.
15. Know the American School Counselor Association (ASCA) model:
  - Guidance Lessons
  - Responsive Services
  - Individual Planning
  - System Support/Program Management
16. Know the school counselor evaluation tool.
17. Plan, monitor, and evaluate school counselors on campuses.
18. Visit assigned campuses weekly to support and coach counselors.
19. Meet with school administrators to discuss any counseling issues as needed.
20. Monitor and document all campus visits through designated tool.
21. Advocate for school counselors.
22. Assist school counselors with time management and planning.
23. Comply with federal, state, and district policies.
24. Coordinate district wide activities that foster the social /emotional well-being of all students.
25. Support programs that provide alternative ways for students to earn credits toward graduation (credit by exam (CBE), online courses, etc.).
26. Monitor required guidance lessons and small group activities on campuses.
27. Assist in school wide college/career guidance activities and college/career fairs.
28. Collect and analyze data to drive campus based and district wide prevention and intervention.
29. Conduct monthly meetings to disseminate information and discuss best practices.
30. Collaborate and work as a team on all district wide activities.
31. Follow ASCA Code of Ethics.
32. Other duties as assigned.

### **Supervisory Responsibilities**

Directly supervises assigned counselors.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**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

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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.