

**BOLING INDEPENDENT SCHOOL DISTRICT**

**VACANCY ANNOUNCEMENT POSTING**

**DATE: May 25, 2018**

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<b>Position Title:</b>	<b>School Counselor</b>
<b>Location:</b>	<b>Newgulf Elementary</b>
<b>Salary Range:</b>	<b>\$60,500</b>
<b>Length of Work Year:</b>	<b>211 work days per year</b>

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**Primary Purpose:**

Work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special populations students.

**Qualifications:**

**Education/Certification:**

Master's degree in guidance counseling  
Valid Texas counseling certificate

**Special Knowledge/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

**Major Responsibilities and Duties:**

**Guidance**

- Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
- Assist teachers in the teaching of guidance-related curriculum.
- Guide individuals and groups of students to develop education plans and career awareness.

**Counseling**

- Counsel individual students and small groups with presenting needs and concerns.

**Consultation**

- Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
- Work with school and community personnel to bring together resources for students.
- Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Use an effective referral process to assist students and others to use special programs and services.

**Assessment**

- Participate in planning and evaluation of campus standardized testing program.
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
- Maintain the confidentiality of student assessment.

**Program Management**

- Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
- Implement a comprehensive and balanced program.
- Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
- Educate the school staff, parents, and community about the guidance program through a public information program.
- Compile, maintain, and file all required physical and computerized reports, records, and other documents.

## **Elementary Counselor**

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### **Administration**

- Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
- Comply with all district and campus routines and regulations.
- Maintain a positive and effective relationship with supervisors.
- Communicate effectively with colleagues, students, and parents.

### **Professional**

- Adhere to ethical and legal standards and model behavior that is professional, and responsible.
- Participate in professional development to improve skills related to job assignment.

### **Supervisory Responsibilities:**

Supervise assigned counseling aide(s) and clerical employee(s).

### **Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

### **Application Procedure:**

Contact Lindsay Mahalite, Personnel Secretary, Administration Office

### **Application Deadline:**

June 12, 2018 or until filled