



La Fe Preparatory School Job Description – Counselor

The counselor will ensure that all students benefit from high quality comprehensive, developmental school guidance and counseling program that meets the varying needs of students in all schools, and includes guidance curriculum, responsive services, individual planning, and system support.

Qualifications/Skills

- Master's degree
- Valid Texas School Counselor Certificate
- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and the La Fe Preparatory School.
- Understanding of the history and culture of the Segundo Barrio

Experience

- Two years teaching experience

Responsibilities and Duties

1. Plans, Implements, and evaluates a balanced comprehensive, developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components. (Texas Education Code, §33.005)
2. Promotes the balanced provision of program content areas (self – confidence development; motivation to achieve; decision making, goal setting, planning, and problem solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior.)
3. Monitors the use of capital equipment.
4. Collaborates with school personnel, students, parents and the community to plan, implement, evaluate, and promote continuous improvement of a developmental guidance and counseling program. (Texas Education Code, §33.005)
5. Advocates the school developmental guidance and counseling program and counselors' ethical and professional standards with school personnel, parents, students, and the community.
6. Effectively conducts conferences with parents and teachers concerning school and student issues.
7. Implements the district's At-Risk programs by designing and implementing parental involvement activities and by participating in on-going and summative evaluation of the program.
8. Implement the district's At-Risk programs identifying students; providing appropriate interventions; providing information to parents, staff, faculty, and community; involving governmental and service agencies and business.

Guidance

1. Plans structured group lessons to deliver the guidance Curriculum effectively and in accordance with students' developmental needs.
2. Conducts structured group lessons to deliver the Guidance Curriculum effectively.
3. Involves students, teachers, parents and others to promote effective implementation of the Guidance Curriculum.
4. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding post-secondary opportunities. (Texas Education Code, §33.007)
5. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own career development. (Texas Education Code, §33.007)
6. Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal social development. (Texas Education Code, §33.006)
7. Uses accepted theories and effective techniques of developmental guidance to promote the career, educational, personal, and social development of students.

Counseling

1. Uses accepted theories and effective techniques to provide individual developmental, preventive, remedial, and/or crisis counseling.
2. Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling.

Consultation

1. Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success. (Texas Education Code, §33.0060)
2. Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.
3. Collaboratively provides professional expertise to advocate for individual students and specific groups of students.

Coordination

1. Coordinates people and other resources in the school, home, and community to promote students success.
2. Uses an effective process when referring students, parents, and/or others to special programs and services.
3. Work with faculty and staff to encourage and reward positive student behavior.

Student Assessment

1. Adheres to legal, ethical, and professional standards related to assessment.

2. With the assistance of school personnel, interprets standardized tests results and other assessment data to guide students in individual goal setting and planning.
3. Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results, other assessment data, and academic records and progress.

Professional Behavior

1. Demonstrates professionalism, including a commitment to professional development.
2. Advocates for a school environment that acknowledges and respects diversity.
3. Establishes and maintains professional relationships with administrators, teacher, other school personnel, parents, and community members.
4. Coordinates visits for representatives of agencies, business, and other community resources.
5. Provides to parents information about school policies and procedures, course offerings, course and program requirements.
6. Projects a positive image to the community.
7. Disseminates ideas and information to other professionals by being actively involved in professional organizations and by speaking to various groups within and outside of the school community.
8. Maintains emotional control under stress; occasional prolonged and irregular hours.

Professional Standards

1. Adheres to legal standards including school board policies.
2. Adheres to state, district, and campus standards, regulations, and procedures. Information systems and records necessary for attainment of district guidance goals.
3. Develops, maintains, and utilizes appropriate information systems and records necessary for attainment of district guidance goals.
4. Is committed to current professional standards of competence and practice. (Texas Administrative Code, Rule §239.25)
5. Participates in available counselor in-service training options
6. Promotes and follows ethical standards for school counselors
7. Conducts oneself in a professional manner in accordance with accepted community standards.
8. Demonstrates professional and responsible work habits.
9. Uses professional written and oral communication and interpersonal skills.

Physical and Mental Job Requirements

- Maintains emotional control under stress; occasional prolonged and irregular hours; occasional district wide and state travel.