



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Secondary Guidance Counselor **Wage/Hour Status:** Exempt
Reports to: Campus Principal **Pay Grade:** Instructional/Administrative Professional
Dept./School: Assigned Campus 102 Schedule
(\$48,035.60 - \$69,124.40)
Initiated Date: April 22, 2003
Revised Date: January 18, 2011

District Primary Purpose: To assist and promote La Joya ISD District in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: Assume responsibilities for working with school faculty and staff, students, parents, and community to plan, implement and evaluate a developmental Guidance and Counseling Program.

Qualifications:

Education/Certification: Master's Degree from an accredited college or university with a major in guidance and counseling and course work in psychology, testing and measurement, and education.
Standard Certificate

Experience: A minimum of three years teaching experience

Knowledge/Skills: Knowledgeable of the comprehensive developmental Guidance and Counseling Program

Major Responsibilities and Duties:

1. Plan, implement, and evaluate a balanced comprehensive, developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components.

2. Promote 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. Manage program personnel and/or other program resources.
4. Collaborate with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of a developmental Guidance and Counseling Program.
5. Advocate for the school developmental Guidance and Counseling Program and counselors' ethical and professional standards with school personnel, parents, students, and the community.
6. Plan and conduct structured group lessons to deliver the Guidance Curriculum effectively and in accordance with students' developmental needs.
7. Involve students, teachers, parents, and others to promote effective implementation of the Guidance Curriculum.
8. Guide individuals and groups of students and parents to plan, monitor, and manage the students' own educational development accurately without bias and including provision of information regarding post-secondary opportunities, career development, and student's own personal and social development.
9. Use accepted theories and effective techniques of developmental guidance complying with district policies and state and federal guidelines.
10. Use accepted theories and effective techniques to provide individual and group developmental, preventive, remedial, and/or crisis counseling.
11. Provide counseling services for all groups of students.
12. Consult with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships thus promoting student success.
13. Collaboratively provide professional expertise to advocate for individual students and specific groups of students.
14. Coordinate people and other resources in the school, home, and community to promote student success.
15. Use an effective process when referring students, parents, and/or others to special programs and services.
16. Adheres to legal, ethical, and professional standards related to assessment.
17. Interpret standardized tests results and other assessment data, with the assistance of school personnel, to guide students in individual goal setting and planning.

18. Enhance the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.
19. Demonstrate professionalism, including a commitment to professional development.
20. Advocate for a school environment that acknowledges and respects diversity.
21. Establish and maintain professional relationships with administrators, teacher, other school personnel, parents, and community members.
22. Adhere to legal standards including school board policies, state, district, and campus standards, regulations and procedures.
23. Promote and follow ethical standards for school counselor and demonstrate professional and responsible work habits.
24. Pursue continuous professional growth and development.
25. Perform other duties as assigned by campus principal.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy and procedures, maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

POSITION WORKING DAYS: 207 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____