

## Counselor Job Description:

- \* Advise and Schedule 7-12 grade students; monitor their academic progress towards graduation with either a Recommended or Distinguished Diploma
- \* Hold comprehensive guidance counseling sessions with each 11<sup>th</sup>- and 12<sup>th</sup> grade student regarding future plans
- \* Coordinate and direct all aspects of college placement and career guidance services. This includes the following:
  - Meet with individual students and parents regarding post-high school plans and college opportunities
  - Publicize relevant information such as important dates and scholarship opportunities
  - Update and make changes to the Counseling Webpage on the School's Website
  - Serve as a resource center for exploring majors and fields of study
  - Conduct Group Sessions regarding Standardized testing and student progress
  - Write Necessary Recommendation letters and evaluations for students applying for scholarships and colleges
  - Review and process students' college applications, while ensuring Transcripts are being sent.
  - Serve as liaison to universities, the College Board, ETS, college recruiters, other relevant organizations and institutions.
  - Coordinate college fairs and visits from university admissions officers
  - Help students identify their strengths/weaknesses and ways to improve
  - Distribute important information and brochures to students and parents regarding college and financial opportunities for college
- \* Oversee the scheduling process for each student in 7-12<sup>th</sup> grade
- \* Monitor Curriculum, Accreditations, and Honors Opportunities
- \* Develop and maintain important school statistics
- \* Develop a New and Updated School Profile every year
- \* Communicate effectively with teachers and students regarding students' behaviors and academics and discuss best opportunities for success
- \* Oversee the credit and grading process by reviewing Transcripts
- \* Provide and monitor opportunities for Credit Recovery
- \* Maintain updated incident reports and vital records for grades 7-12
- \* Initiate parent contact when appropriate and respond to parent/guardian concerns
- \* Link and coordinate Advanced Placement Programs offered through Bryan ISD
- \* Link and coordinate Dual Credit opportunities offered through Blinn College
- \* Supervise and coordinate testing for the ITBS, PSAT, SAT, & ACT
- \* Coordinate services for those students who may need accommodations in the classroom
- \* Coordinate and make referrals to outside agencies when appropriate or needed
- \* Serve as a member of the crisis response team.
- \* Serve as Mediator and lead discussion for students and faculty
- \* Coordinate assessments, referrals, and therapeutic sessions with individuals at the elementary and secondary school
- \* Assess, Monitor, and evaluate the personal, physical, mental, cognitive, and psychological well-being of students in grades 1-12 as needed
- \* Complete Serious Incident reports and other important paperwork as needed
- \* Monitor Class Sizes and Respond to Classroom Misconduct
- \* Coordinate student awards and scholarship opportunities
- \* Maintain Licensure/Certifications by ensuring Continuing Education Requirements are being met
- \* Coordinate Trainings that focus on important topics (Internet Safety, Alcohol and Drug Awareness)
- \* Serve Administrator Duties as Needed
- \* Complete other duties as Assigned