

# 622A - Head Start Counselor

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**REPORTS TO:** Director of Head Start

**SUPERVISES:** n/a

**QUALIFICATIONS:**

1. Master's Degree
2. Texas school counselor's certificate
3. Three years of teaching experience
4. Such alternatives to the above qualifications as the Board of Trustees may find appropriate

**PRIMARY PURPOSE:**

To provide counseling services as it relates to individual campus needs

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**TERMS OF EMPLOYMENT:** Administrative/Professional Pay Grade 3, 192 days  
**Wage/Hour Status:** Exempt

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**MAJOR RESPONSIBILITIES AND DUTIES**

1. Plans, implements, and evaluates a comprehensive program of guidance including counseling services as it relates to individual campus needs; i.e. classroom guidance, individual and group counseling, assemblies, guest speakers, special programs
2. Provides guidance and models developmentally appropriate activities for children and effective ways to work with and support young children.
3. Provides written and oral observations and strengths based feedback to classroom teachers, principal and director.
4. Meets with classroom teams to review classroom observations and strengths based feedback.
5. Supports, coordinates and provides staff trainings related to social/emotional and mental health issues.
6. Meets with families to consult on child and family needs. Creates follow-up plans to support family needs.
7. Provides counseling by responding to student individual needs and concerns.
8. Provides counseling for student groups as appropriate.
9. Uses effective techniques in school counseling.
10. Ensures that the use of student records is for the benefit of students and personnel working with those students.
11. Consults with administrators and teachers regarding the developmental guidance curriculum.
12. Shares professional expertise with parents, teachers, and administrators.
13. Participates in the process for referral of students to school/district special programs and/or services.
14. Uses an effective referral process for assisting students and others to use community agencies and services
15. Collaborates in the planning and evaluation of school readiness goals and interprets results as appropriate.
16. Uses other sources of student data as assessment tools for the purpose of educational planning.
17. Maintains the confidentiality of student assessment.
18. Supports teachers in teaching TEKS identified in the SBOE rules for curriculum which are guidance-related.
19. Involves students in personalized educational and career awareness by presenting relevant information.
20. Interprets information and ideas for parents, teachers, and administrators.
21. Serves as an advocate for students.
22. Collects and disseminates information about students to other professionals as appropriate.
23. Develops and maintains positive working relations with other school professionals.
24. Develops and maintains positive working relationships with representatives of community resources.
25. Improves leadership skills through self-initiated professional development activities.
26. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.
27. Uses information provided through the District appraisal process to improve performance.
28. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
29. Annually establishes and meets performance goals.

**EQUIPMENT USED:** Computer, copier, fax.

**WORKING CONDITIONS:**

**Mental Demands:** Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

**Physical Demands:** Occasional prolonged and irregular hours. Moderate standing, stooping, bending and lifting; may need the ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subjected to adverse and hazardous working conditions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. 04/16 ABL

