



Longview Independent School District

JOB DESCRIPTION AT RISK COUNSELOR

JOB TITLE:	At Risk Counselor	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	203 Days
DEPARTMENT:	High School	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Coordinate the district program for students in at-risk situations; collaborate with district staff and outside personnel to provide educational and career opportunities for students at-risk.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from an accredited college or university
Master's degree in guidance counseling, preferred
Valid Texas counselor certification
Valid Texas teacher certification with required endorsements for subject and level assigned
Valid Licensed Professional Counselor

Special Knowledge and Skills:

- Ability to interpret data
- Knowledge of the juvenile judicial system
- Knowledge of curriculum and instruction
- Ability to speak effectively before groups of parents, students and staff
- Knowledge of counseling procedures, student appraisal, and career development
- Strong organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior

Minimum Experience:

Five years teaching experience
Five years as a school counselor or licensed professional counselor



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MAJOR RESPONSIBILITIES AND DUTIES:

Program Management

1. Develop and implement procedures to identify and monitor at-risk students at all grade levels and ensure that the resources are in place to support student success
2. Provide resources and materials to aid staff in accomplishing program goals and work with district staff to develop and encourage participation in programs that support at-risk students
3. Provide information about school district and community resources available to students and their families and assist them to access those resources when needed; coordinate education and community services for pregnant students
4. Assist in the coordination and compliance with the Drug-Free Schools and Community Act
5. Work with students, parents, and staff to ensure students' academic success; make alternative course work available to at-risk students through curriculum modification and acceleration
6. Provide individual and small group career counseling to at-risk students
7. Contribute to the development of program goals to reduce school failure and dropout rates
8. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings

Budget and Inventory

9. Solicit federal funds and participate in grant-writing activities to obtain funding for programs and services for at-risk students
10. Compile budget and cost estimates based on documented program needs and ensure that programs are cost-effective and that funds are managed wisely

Policy, Reports, and Law

11. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Policy, Reports, and Law (continued)

12. Compile, maintain, and file all reports, records, and other documents required; ensure that accurate at-risk and dropout data is reported through PEIMS
13. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy

Other

14. As an LPC, will assist the athletic department with counseling to adhere to drug policy
15. Assist transitioning seniors to the working world
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Professional School Counselor Performance Evaluation

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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: June, 2017