



Longview Independent School District

JOB DESCRIPTION

COUNSELOR/REGISTRAR – HIGH SCHOOL

JOB TITLE:	Counselor/Registrar High School	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	226 Days
DEPARTMENT:	High School	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Plan, implement, and evaluate a comprehensive guidance program to the counseling services; provide a proactive developmental guidance program to encourage all students to maximize personal growth and development; assist grade level principal in maintaining a smooth running daily routine; responsible for maintaining student records at the campus level; process student enrollment, transfers and withdrawal for the campus

QUALIFICATIONS:

Minimum Education/Certification:

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

Special Knowledge and Skills:

- Knowledge of counseling procedures, student appraisal, and career development
- Ability to maintain accurate and auditable records
- Ability to use personal computer and software to develop or maintain spreadsheets and databases and do word processing
- Proficient keyboarding and file maintenance skills
- Basic math skills
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior

Minimum Experience:

Three years teaching experience and at least two years serving as counselor in a public school setting; five years of advising and counseling students in a professional setting



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MAJOR RESPONSIBILITIES AND DUTIES:

Guidance

1. Teach school developmental guidance curriculum to students
2. Help teachers incorporate guidance-related information into existing curriculum
3. Provide guidance to individuals and groups of students to develop education plans and career awareness
4. Counsel individuals and small groups

Consultation

5. Consult parents, teachers, administrators, and other appropriate individuals to enhance their work with students
6. Work with school personnel and school district residents to obtain resources for students
7. Use an effective referral process to help students and others use special programs and services

Assessment

8. Coordinate and participate in planning and evaluation of campus standardized testing program
9. Interpret tests and other appraisal results appropriately

Program Management

10. Plan school guidance and counseling programs to ensure that they meet identified needs
11. Develop and coordinate a continuing evaluation of guidance program and make changes based on findings
12. Compile, maintain, and file all required physical and computerized reports, records, and other documents as required
13. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Administration

14. Comply with all district and campus routines and regulations
15. Maintain a positive and effective relationship with supervisors
16. Communicate effectively with colleagues, students, and parents
17. Assist in scheduling for master schedule
18. Coordinate and facilitate student pre-registration and registration activities
19. Maintain physical and computerized records including student cumulative folders, progress and failure reports, class rosters, schedule changes, and grade books
20. Process new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases
21. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards
22. Process and transmit requests for student information, including student transcripts for colleges and universities
23. Prepare and distribute University Scholastic League (UIL) eligibility lists
24. Assist counselors with the enrollment, withdrawals, and transfer of students and process applicable records
25. Assist campus administration and counselors with the preparation of reports and student data information
26. Prepare and distribute student identification cards, bus passes, and parking stickers
27. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas
28. Provide complete and accurate high school record for former as well as current students; maintain cumulative files



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Administration (continued)

29. Provide reports and work with graduation, awards programs and other duties
30. Acquire records, develop transcripts and print academic history for new students
31. Provide records and graduate information to businesses, peace officers, armed forces, Texas rehab, etc.
32. Provide transcript, grade average and class rank information to student or parent upon request
33. Enter grade information into computer for special programs, summer school, credit by exam, correspondence, 8th grade courses, dual credit, etc.
34. Supervise placement of grade and test labels on transcripts
35. Provide honor roll information
36. Generate diplomas for former graduates
37. Reclassify students

Other

38. Model behavior that is professional, ethical, and responsible
39. Participate in professional development to improve skills related to job assignment
40. Comply with district policies, as well as state and federal laws and regulations
41. Adhere to the district's safety policies and procedures
42. Maintain confidentiality in the conduct of district business
43. 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)
44. Demonstrate regular and prompt attendance
45. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and paraprofessional employees as required

EQUIPMENT USED:

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

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.

EVALUATION: Professional School Counselor Evaluation/Administrative

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: April, 2017