

**Job Title: Counselor (College and Career)  
for TTIPS Grant**

**Wage/Hour Status: Exempt**

**Reports to: High School Principal**

**Pay Grade:**

**School: Santa Rosa High School**

**Date Revised: 3-22-2011**

**Primary Purpose:** Work with school faculty and staff, students, parents, community-based organizations, and Institutions of Higher Education to plan, implement, and evaluate a comprehensive developmental guidance and counseling program. Work collaboratively with The University of Texas at Brownsville, The University of Texas Pan American, Texas State Technical College and other local IHEs to ensure that the students are ready for college and knowledgeable about their career options and how to pursue a degree.

**Qualification:**

**Education/Certification:**

- Master's degree in guidance counseling
- Valid Texas counseling certificate
- Two years teaching experience

**Special Knowledge /Skills**

- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communications and interpersonal skills.
- Knowledge of curriculum and instruction
- Proven critical thinking skills and ability to manage multiple tasks simultaneously.
- Team player; ability to work well with people in a professional environment.
- Excellent writing and presentation skills.
- Must have knowledge of computer software and programs necessary for collecting, reporting, and interpreting data.
- Strong knowledge of community resources experience providing educational services.
- Skills in public relations
- Experience with high risk students from socially, economically, and educationally deprived populations
- Experience designing and implementing higher education awareness or academic support programs
- Broad understanding of college readiness and access programs (K-16 reform, admissions standards, and student financial aid)
- Ability to instruct students and manage their behavior

**Major Responsibilities and Duties:**

- Knowledge of local community-based organizations, social and health services, and Institutions of Higher Education.
- Serve as a liaison between the campus and institutions of higher education.
- Provide career exploration and awareness resources.
- Identify and define job opportunities for students
- Guide individuals and groups of students to develop education plans and career awareness.
- Assist students, parents, and teachers, with career, college, and scholarship information.
- Recruit employers, businesses, community leaders to provide learning experience to students and provide assistance as necessary.
- Work with school and community personnel to bring together resources for students.
- Establish and maintain open lines of communications by conducting conferences on vital issues with parents, students, teachers, and community representatives.
- Assist in providing grant activity awareness to teachers, staff, and district office.

- Build community partnerships in areas of mentoring, leadership development, career exploration, cultural awareness and job shadowing to sustain the grant and its activities.
- Assist with adherence to strict data deadlines and other request made in order to comply with the Texas Education Agency and other funding partners.
- Maintains a communication system that effectively collects and disseminates information to other professionals as appropriate.
- Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- Follow through and submit reports to the principal's office as requested
- Interpret tests and other appraisal results appropriately and communicate to school personnel, students and parents.
- Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
- Assist in maintaining master files on the TTIPS grant-funded activities. Assist with compiling, maintaining, filing, and securing all physical and computerized reports, records, and other required documents related to the grant.
- Assist with efforts to increase community and parental involvement.
- Take an active role in problem-solving with the principal, Professional Service Provider, Project Coordinator, and teacher leaders.
- Assist with the effective implementation of all components of the transformation process as required by the grant.
- Assist in monitoring the progress of 90-day action plans.
- Assist in identifying LEA barriers that may hinder the transformation process (Policy/Practice modification)
- Support the placement of social service resources at the campus
- Use appropriate and effective techniques to encourage community and parent involvement.
- Demonstrate awareness of school-community needs and initiate activities to meet those needs.

The foregoing statements describe the general purpose and responsibilities assigned this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_