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| <b>Job Title:</b>  | Counselor School  | <b>Wage/Hour Status:</b> | Radford School Counselor<br>Salary |
| <b>Reports to:</b> | Assistant Director College and<br>Career Readiness and School<br>Admissions | <b>Pay Grade:</b>        | 195                                |
| <b>Department:</b> | Counseling  | <b>Date Revised:</b>     | February 5, 2026                   |

### Primary Purpose

Plan, implement and evaluate an effective, comprehensive, developmental counseling and guidance program for students, parents, teachers and staff in the school setting.

### Qualifications

#### Education/Certification

Master's degree  
Valid Texas School Counselor Certificate

### Special Knowledge and Skills

- Knowledge of the American School Counseling Association (ASCA) National Model; Texas Model for Comprehensive School Counseling Programs; Career and Technical Education Programs; State of Texas graduation plans; PK-12 guidance and curriculum; credit accrual in high school; the juvenile judicial system; community agency resources; referral process; computer knowledge in district student management systems
- Ability to interpret data and demonstrate strong organizational, communication, presentation, and interpersonal skills

#### Experience

Five years of counseling experience

## MAJOR RESPONSIBILITIES AND DUTIES

### Instructional and Program Management

1. Provides and documents individual and group counseling to address academic, career, and personal/social needs through approved platforms.
2. Advocates the school developmental guidance and counseling program and counselors' ethical and professional standards with school personnel, parents, students, and the community
3. Promotes initiatives and a growth mindset when working with staff, parents, community, and students.
4. Promotes the balanced provision of program content areas (self-confidence development; motivation to achieve; decision-making, goal-setting, planning, and problem-solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior).
5. Manages program personnel and/or other program resources.
6. Helps students and parents interpret test scores, as well as: CBE, PSAT, ACT, SAT, Texas Success Initiative (TSI) and ASVAB results.
7. Consults with students and parents regarding college and career exploration and planning, to include yearly updates of student programs of study and graduation plans.
8. Helps identify students with special needs and make proper referrals for services.
9. Assists students with the transition from elementary to middle school to high school.
10. Reviews the student course selection and credits earned for placement, promotion, graduation, or entry into further schooling.
11. Works with campus personnel on student academic achievement record, i.e. transcript.
12. Reviews student's academic record to identification of course selection for correct placement in courses and programs, etc. related to grade level appropriate state accountability standards to include College and Career awareness.
13. Assists students and parents with all phases of the college admission process, to include: preparation of college applications, scholarship application and employment applications; Senior College Admission and Financial Aid Night programs; NCAA student athlete information; college and career search, college bound parent meetings; and Dual Credit Enrollment information.
14. Effectively conducts conferences with parents and teachers concerning school and student issues.
15. Submits reports as requested by the school administration.

### **School/Organizational Climate**

16. Communicates and promotes high expectations for student performance and behavior by communicating effectively with students, parents, staff, and community.
17. Participates in establishing and maintaining a positive school climate.
18. Fosters collegiality and team-building among staff.
19. Plans and aligns collaboratively with campus staff regarding the transition from elementary to middle school to high school to meet academic student needs.
20. Contributes and supports colleagues in accomplishing the school's mission.
21. Develops, promotes, and supports a campus-wide culture focused on Radford School student learning goals, with an emphasis on trust, respect and responsibility for students, parents, teachers and staff.

### **School/Organizational Improvement**

22. Identifies, analyzes and applies research findings to facilitate the delivery of a comprehensive, developmental counseling and guidance program.
23. Provides and documents student information and assists with decision-making regarding academic, career, personal, and social/emotional matters at the campus through approved platforms.
24. Maintains and updates Audit Cards on a yearly basis.
25. Plans, coordinates, and participates in the 8<sup>th</sup> Grade Completion Ceremony and High School Graduation Ceremony.
26. Submits reports as requested by the school administration.

### **Administration/ Management**

27. Complies with policies established by federal and state laws, Radford School Board of Directors.
28. Manages work activities and resources effectively to accomplish Counseling and Radford School goals.

### **Student Management**

29. Assists in placing students in correct classification and in correct courses to match their progress as is reflected on the official transcript.
30. Consults with parents, teachers, administrators, and outside agencies to help students and their families address academic, personal, and social/emotional needs.
31. Reviews and translates transcripts and develops class schedules for all students assigned.
32. Presents and documents classroom guidance lessons for all grade levels related to academic, personal and social/emotional issues, e.g. character education and teen dating violence, etc.
33. Plans and aligns collaboratively school personnel for the transition from elementary to middle school to high school to meet the academic, emotional and social needs of all students.
34. Provides faculty, staff, and students training on recognizing the signs of emotional abuse, physical abuse, and sexual abuse; suicidal ideation; harassment/bullying; and teen dating violence, as well as the legal requirements for reporting the abuse to the appropriate authorities.
35. Follows Radford School policy for placing students in the correct grade level.
36. Maintains and submits student management services reports as requested by the school administration.

### **School/Community Relations**

37. Provides parents with information about the following: Radford School policies and procedures, course offerings, high school course offerings, Program of Study (POS), high school graduation plans Dual Credit, and advanced academics (PAP, AP).
38. Provides information to parents about students' academic records, unofficial transcripts, and progress for graduation.
39. Informs parents about guidance services available.
40. Coordinates visits for representatives of colleges, universities, agencies, businesses, Military Recruiters, and other community resources.
41. Projects a positive image to the community.
42. Provides quality customer service and professional behavior when working with staff, parents, community, and students.
43. Maintains ongoing communication with school administration.

### **Professional Growth and Development**

44. Utilizes performance evaluation results and the appraisal process to improve performance.
45. Improves counseling skills and knowledge through available in-service training and self-initiated professional training opportunities.
46. Develops and maintains positive working relationships with other school professionals and representatives of community resources.
47. Participates in professional development to improve skills and knowledge related to job assignment.

Radford School Counselor

48. Adheres to ethical and legal standards and models behavior that is professional and responsible.
49. Reports in writing to the immediate supervisor any identified irregularities found in the student academic records.
50. Maintains and submits professional development reports as requested by school administration.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintains emotional control under stress; prolonged and irregular hours.

**Terms of Employment**

195 days; salary to be established by the Radford Board of Directors.

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