Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Counselor, Middle School		Assigned Campus	Principal (Evaluator) & District Counseling Director (Programmatic)	
Pay Scale:	**Pay Grade:**	**Employment Term (days):**	**FLSA Exemption Status:**	**Date Revised:**
Administrative – Instructional	4	200	Exempt	July 2025

Primary Purpose:

Plan, implement, and evaluate a comprehensive program of guidance to school assigned, including counseling services.

Provide a proactive developmental guidance program to encourage all students to maximize personal growth and development.

Qualification Guidelines:

Education/Certifications:

Master's degree in counseling

Valid Texas School Counseling certificate

** Interested applicants not yet meeting the above requirements must provide proof of the following:*
-completion of a minimum of 24 graduate-level hours with 12 hours in guidance and counseling,
-ability to earn a master's degree in counseling (as demonstrated by a Certification Deficiency Plan) as well as SBEC counseling certification within one calendar year, and
- full eligibility for an emergency permit from TEA.

Experience:

Two years teaching experience (preferred)

Special Knowledge/Skills/Abilities:

Knowledge of counseling procedures, student appraisal, and career development

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional travel throughout the district

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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 relevant people 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. Participate in planning and evaluation of campus 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.

Administration

13. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
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 with campus requirements related to timely coding and submission of student/staff data for

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PEIMS accountability.

Professional

18. Model behavior that is professional, ethical, and responsible.
19. Participate in professional development to improve skills related to job assignment.
20. Perform other duties as assigned.

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