

**Roswell Independent School District  
Job Description**

**Job Title: CAREER ADVISOR**

**Reports To: BUILDING PRINCIPAL**

**General Job Description:**

Under the supervision of the principal, the Career Advisor will develop and provide a comprehensive school level guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.

**Essential Duties and Responsibilities:**

1. Develop and implement a school level guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.
2. Understand the cultural context of relationships, issues and trends in a multicultural and diverse society related to such factors as culture, ethnicity, nationality, age, gender, sexual orientation, mental and physical characteristics, education, family values, religious and spiritual beliefs, and socioeconomic status, and unique characteristics of individuals, couples, families, ethnic groups, and community.
3. Coordinate activities in the guidance and counseling program, or refer.
4. Provide information and facilitate guidance activities for students, staff, and parents.
5. Serve as a consultant to the school and community.
6. Provide individual and group counseling, or refer.
7. Uphold the standards of the counseling profession, if licensed.
8. Assist in transition from middle schools to high school.
9. Provide prevention strategies that address chemical dependency, pregnancy, suicide, dropping out, and various forms of abuse, or refer.
10. Provide educational and career counseling individually and in groups.
11. Comply with all School Board policies and administrative regulations.
12. Determine guidance priorities based on local assessed needs.
13. Formulate measurable objectives from identified needs and priorities.
14. Coordinate a continuing evaluation of the program.
15. Coordinate with the appropriate administration for achievement.
16. Work with other staff members to encourage the inclusion of a student-oriented philosophy in all school activities.
17. Help to integrate the guidance and counseling program within the total school program.
18. Establish and maintain contact with school and community resources.
19. Assist others in their understanding of personal and social development.
20. Serve as a resource to facilitate groups and presentations on pertinent issues.
21. Conduct orientation/training programs for students, parents, and staff.
22. Interpret test/data results to student, parents, and staff.
23. Provide mediation for changes in behavior and conflict resolution, or refer to (school counselor or outside agencies).
24. Support the staff with assistance in developing positive rapport with students to maximize learning potential.
25. Assist teachers in identifying students who would benefit from counseling and provide feedback on the referred students as appropriate.
26. Provide information to parents and students to aid in their understanding of educational goals.
27. Provide resource materials and expertise dealing with issues affecting students, staff, and family.
28. Provide crisis intervention (if licensed counselor).
29. Use appropriate interventions in situations detrimental to the physical, mental, educational, and emotional well-being of the individual.
30. Provide support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem solving skills, academic programs, and career, and life planning.
31. Make referrals to school and community resources when necessary.
32. Meet the state competency standards and the requirements for preparation.
33. Participate in the development of policies concerning guidance and counseling.
34. Stay informed about developments and innovations within the profession at the local, state, and national levels.

**CAREER ADVISOR (CONT'D)**

- 35. Responsible for supervising extracurricular activities as designated by the principal.
- 36. Determine schedules.
- 37. Provide information on colleges, technical programs, military jobs, and other programs for graduate planning.
- 38. Write recommendations for students for job and education applications.
- 39. Ability to use technology in the design, implementation, monitoring, and evaluation of a comprehensive school guidance program.
- 40. Report to work on time and work no less than 7.25 hours per day.
- 41. Maintain confidentiality in sensitive matters.
- 42. Maintain accurate and detailed records.
- 43. May be required to perform any other duties as assigned by your supervisor.

**Qualifications:**

- 1. Master's degree in School Counseling or National Certified Counselor Credentials issued by the National Board for Certified Counselors or hold a Level II or Level III Certified Teacher license.
- 2. Three years' experience in public school teaching and/or related counseling experience.
- 3. Valid Drivers' license and Car Insurance (if traveling from site to site)

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work is required. May make site visits when needed. May work in close proximity to others. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**