

**Roswell Independent School District  
Job Description**

**Job Title: COUNSELOR - SECONDARY**

**Reports To: SCHOOL PRINCIPAL**

**General Job Description:**

To develop and implement a school guidance program focused on the physical, social, intellectual, emotional, and vocational growth of each student.

**Essential Duties and Responsibilities:**

1. Adhere to the American School Counselor Association (ASCA) National Standards for Students.
2. Make home visits to those students who are failing academically or who are having difficulty attending school on a regular basis or work with Truant Officer/Social Worker.
3. Home visits should be implemented on any student dropping out of school due to 10 day drop or suspensions.
4. It is imperative that Counselors reach out to ALL students who are in need.
5. Counselors should assist families to those who are in need of community services.
6. Coordinate activities in the guidance and counseling program.
7. Provide information and facilitate guidance activities for students, staff, and parents.
8. Serve as a consultant to the school and community.
9. Provide individual and group counseling.
10. Uphold the standards of the counseling profession.
11. Assist in transition from schools to high school.
12. Provide prevention strategies that address chemical dependency, pregnancy, suicide, dropping out, and abuse.
13. Provide educational and career counseling individually and in groups.
14. Conduct orientation and text interpretation to students and parents.
15. Comply with all School Board policies and administrative regulations.
16. Determine guidance priorities based on local assessed needs.
17. Formulate measurable objectives from identified needs and priorities.
18. Coordinate a continuing evaluation of the program.
19. Work with other staff members to encourage the inclusion of a student-oriented philosophy in all school activities.
20. Help to integrate the guidance and counseling program within the total school program.
21. Establish and maintain contact with school and community resources.
22. Assist others in their understanding of personal and social development.
23. Serve as a resource to facilitate groups and presentations on pertinent issues.
24. Provide prevention strategies which address current issues such as chemical dependency, student pregnancy, suicide, dropping out, and various forms of abuse.
25. Conduct activities on educational and career themes.
26. Conduct orientation/training programs for students, parents, and staff.
27. Interpret test results to student, parents, and staff.
28. Provide mediation for changes in behavior and conflict resolution.
29. Support the staff with assistance in developing positive rapport with students to maximize learning potential.
30. Assist teachers in identifying students who would benefit from counseling and provide feedback on referred students as appropriate.
31. Provide information to parents and students to aid in their understanding of educational goals.
32. Provide resource materials and expertise dealing with issues affecting students, staff, and family.
33. Provide crisis intervention.
34. Use appropriate interventions in situations detrimental to the physical, mental, educational, and emotional well-being of the individual.
35. Provide support to individuals by addressing topics such as interpersonal relations, communication, decision-making, problem solving skills, academic programs, and career, and life planning.
36. Make referrals to school and community resources when necessary.
37. Meet the state competency standards and the requirements for preparation.
38. Participate in the development of policies concerning guidance and counseling.
39. Stay informed about developments and innovations within the profession at the local, state, and national levels.
40. Follow the legal and ethical standards of the counseling profession.

**COUNSELOR – SECONDARY (CONT'D)**

- 41. Responsible for supervising extracurricular activities as designated by the principal.
- 42. Determine schedules.
- 43. Provide information on colleges, technical programs, military jobs, and other programs for graduate planning.
- 44. Write recommendations for students for job and education applications.
- 45. Maintain confidentiality with sensitive matters.
- 46. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
- 47. Report to work on time and work no less than 7.25 hours per day.
- 48. Work independently with very little supervision.
- 49. May be required to perform other related duties/functions as assigned by your supervisor.

**Supervisory Responsibilities:**

Students in their charge.

**Qualifications:**

- 1. Master's degree in School Counseling or National Certified Counselor credential issued by the National Board for Certified Counselors or State Certified.
- 2. Current New Mexico Counselor license.
- 3. Three years' experience in public school teaching and/or related counseling experience.
- 4. 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 may be required. Make home visits as needed. 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**