

Counselor Job Description:

- * Advise and Schedule 7-12 grade students; monitor their academic progress towards graduation with either a Recommended or Distinguished Diploma
- * Hold comprehensive guidance counseling sessions with each 11th- and 12th grade student regarding future plans
- * Coordinate and direct all aspects of college placement and career guidance services. This includes the following:
 - Meet with individual students and parents regarding post-high school plans and college opportunities
 - Publicize relevant information such as important dates and scholarship opportunities
 - Update and make changes to the Counseling Webpage on the School's Website
 - Serve as a resource center for exploring majors and fields of study
 - Conduct Group Sessions regarding Standardized testing and student progress
 - Write Necessary Recommendation letters and evaluations for students applying for scholarships and colleges
 - Review and process students' college applications, while ensuring Transcripts are being sent.
 - Serve as liaison to universities, the College Board, ETS, college recruiters, other relevant organizations and institutions.
 - Coordinate college fairs and visits from university admissions officers
 - Help students identify their strengths/weaknesses and ways to improve
 - Distribute important information and brochures to students and parents regarding college and financial opportunities for college
- * Oversee the scheduling process for each student in 7-12th grade
- * Monitor Curriculum, Accreditations, and Honors Opportunities
- * Develop and maintain important school statistics
- * Develop a New and Updated School Profile every year
- * Communicate effectively with teachers and students regarding students' behaviors and academics and discuss best opportunities for success
- * Oversee the credit and grading process by reviewing Transcripts
- * Provide and monitor opportunities for Credit Recovery
- * Maintain updated incident reports and vital records for grades 7-12
- * Initiate parent contact when appropriate and respond to parent/guardian concerns
- * Link and coordinate Advanced Placement Programs offered through Bryan ISD
- * Link and coordinate Dual Credit opportunities offered through Blinn College
- * Supervise and coordinate testing for the ITBS, PSAT, SAT, & ACT
- * Coordinate services for those students who may need accommodations in the classroom
- * Coordinate and make referrals to outside agencies when appropriate or needed
- * Serve as a member of the crisis response team.
- * Serve as Mediator and lead discussion for students and faculty
- * Coordinate assessments, referrals, and therapeutic sessions with individuals at the elementary and secondary school
- * Assess, Monitor, and evaluate the personal, physical, mental, cognitive, and psychological well-being of students in grades 1-12 as needed
- * Complete Serious Incident reports and other important paperwork as needed
- * Monitor Class Sizes and Respond to Classroom Misconduct
- * Coordinate student awards and scholarship opportunities
- * Maintain Licensure/Certifications by ensuring Continuing Education Requirements are being met
- * Coordinate Trainings that focus on important topics (Internet Safety, Alcohol and Drug Awareness)
- * Serve Administrator Duties as Needed
- * Complete other duties as Assigned