



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

COUNSELOR

Reminder: All persons wishing to be considered for this position in school year 2010-2011 should apply at this time online at www.cfisd.net.

- Qualifications:**
1. Master's degree from a recognized, accredited college or university, with a valid Texas Certificate as a Professional Counselor;
 2. A minimum of two (2) years of successful experience as a classroom teacher required;
 3. Visionary leadership in public schools to work with faculties, families, and communities of the 21st century.

Terms of employment: Probationary/Term Contract: Elementary – 193 days
 Middle School – 200 days
 High School – 205 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010

Elementary: Pay Grade Administrative/Professional (AP) 112		
Minimum	Midpoint	Maximum
\$43,755	\$53,359	\$62,964
Middle School: Pay Grade Administrative/Professional (AP) 112		
Minimum	Midpoint	Maximum
\$45,342	\$55,294	\$65,248
High School: Pay Grade Administrative/Professional (AP) 114		
Minimum	Midpoint	Maximum
\$49,731	\$60,647	\$71,561

Inquiries should be made to: Darlene Davenport
 Director of Guidance and Counseling
 Phone: 281-897-4068
 e-mail: darlene.davenport@cfisd.net

Applications accepted online. For information: Human Resources
 10300 Jones Road, Suite 238
 Houston, Texas 77065
 Phone: 281-517-2680 Fax: 281-517-2826
 e-mail: patricia.eaves@cfisd.net

[Apply online](#)
 Category: 4 – Counselor (Job #5197)

Deadline for application: Until filled
 10Counselor

TITLE: COUNSELOR – SENIOR HIGH SCHOOL

REPORTS TO: Principal Director of Guidance and Counseling

ESSENTIAL FUNCTIONS:

1. Assists in planning and developing the school's education, guidance and counseling program in relation to the needs of the students being served.
 2. Determines placement for students in courses and special programs and updates student's to reflect such placement.
 3. Assists students in developing individual four-year high school plans.
 4. Checks students transcripts for correct course placement and accuracy to insure that state and district requirements are fulfilled before graduation.
 5. Makes schedule changes to accommodate needs of students.
 6. Utilizes computers in job-related activities.
 7. Administers and/or supervises the administration of the standardized testing program of the district and state.
 8. Interprets results of tests to students, parents and professional personnel.
 9. Maintains individual cumulative folders containing standardized test scores, grades, home language surveys and other pertinent data that may assist the student. Maintain the coding system for cumulative folders of ELD, Gifted/Talented, medical alert, special education, and retained students with the appropriately colored dots.
 10. Conducts registration conference with parents and students new to the district for deciding placement, easing transition, and interpreting of district policies.
 11. Coordinates Advanced Placement program and administers Advanced Placement tests.
 12. Assists in the preparation of written reports or surveys that are required by the local school system and/or the Texas Education Agency.
 13. Provides individual guidance programs with emphasis on learning appropriate behavior, and aiding personal and social development.
 14. Conducts group guidance programs including orientation, educational vocational, and career planning.
 15. Counsels and serves as a resource person for parents on problems affecting the orderly educational, physical, emotional and social growth of the student.
 16. Provides crisis counseling and/or consultant services.
 17. Conferences with students, teachers, and parents regarding failing grades and assists in finding solutions.
 18. Explains the role of counselors to appropriate agencies, the community, and to school staff members.
 19. Assists in classroom and/or behavioral management planning with parents and school personnel.
 20. Organizes and conducts parent study groups when there is an interest or need.
 21. Plans, conducts and/or assists with staff development programs for individual school and district-wide personnel when appropriate.
 22. Works closely with the school psychologist, homebound teachers, diagnostician, attendance officer, Youth Service specialist and all ancillary personnel to help students with special problems.
 23. Works cooperatively with and coordinates the use of community referral sources in the prevention and/or intervention of pregnancy, drug and child abuse, school dropouts, runaways, etc.
 24. Works cooperatively with junior high school counselors to ease transition from junior high to senior high.
 25. Attends meetings: Counselor, Administrative, Departmental, Faculty
 26. Conducts pre-registration of courses for the following year at each grade level.
 27. Disseminates information to students concerning summer school, correspondence, and other alternative means of education.
 28. Plans and coordinates special programs for PSAT, SAT, and ACT.
 29. Provides up-to-date information on reference guides and colleges and maintains an appropriate college library and career information files.
 30. Assists students with the application process for scholarships, for college, and alternative post high school training, including letters of recommendation.
 31. Plans and coordinates college night activities.
 32. Provides information and application for student financial aid in college.
 33. Works with college admissions counselors in easing the transition from high school to college.
 34. Assists the principal in organizing commencement ceremonies.
 35. Assists the principal in awards night activities.
 36. Coordinates special education referral process and writes the referral committee report.
 37. Participates in admissions, review, and dismissal (ARD) meetings when appropriate.
- Carries out other guidance responsibilities as assigned by the Principal and/or Director of Guidance.

TITLE: COUNSELOR – JUNIOR HIGH SCHOOL

1. Assists in planning and developing the school's education, guidance and counseling program in relation to the needs of the students being served.
2. Processes student registration for new students to the district, prior to the beginning of the school term and throughout the school year, as well as pre-registration for the subsequent year.
3. Conducts registration conference with parents and students new to the district for deciding placement, easing transition, and understanding of building and district policies.
4. Determines placement for students in courses and special programs and update students' schedule to reflect such placement.
5. Makes schedule changes to accommodate individual student needs.

6. Maintains individual cumulative folders containing standardized test data, grades, home language surveys and other pertinent data that may assist the student. Maintains the coding system for cumulative folders ELD, Gifted/Talented, Medical Alert, Special Education and Retained Students with the appropriately colored dots.
 7. Administers and/or supervises the administration of the standardized testing programs of the district and the state.
 8. Interprets results of tests to students, parents, and professional personnel.
 9. Acts as liaison with all support personnel.
 10. Coordinates Special Education Referral Process and writes the referral committee report.
 11. Uses computers in job-related activities.
 12. Assists in the preparation of written reports or surveys that are required by the local school system and/or the Texas Education Agency.
 13. Attends meetings: Counselor, Administrative, Departmental, Faculty
 14. Attends conferences and workshops as recommended by administration.
 15. Provides individual guidance programs with emphasis on learning appropriate behavior, and aiding personal and social development.
 16. Conducts group guidance programs including orientation, educational, vocational, and career planning.
 17. Counsels and serves as a resource person for parents on problems affecting the orderly educational, physical, emotional and social growth of the student.
 18. Provides crisis counseling and/or consultant services.
 19. Holds conferences with students and parents regarding failing grades and assists in finding solutions.
 20. Follows up with detention and suspension students on behavior by reviewing inappropriate behavior with the students.
 21. Schedules and attends parent-teacher conferences, student-teacher conferences.
 22. Assists in classroom and/or behavioral management planning with parents and school professional personnel.
 23. Consults with the school psychologist on identified students and coordinates the referral process for psychological services.
 24. Explains the role of counselors to appropriate agencies, the community, and to school staff members – public relations.
 25. Plans, conducts and or assists with staff development programs for individual school and district-wide personnel when appropriate.
 26. Organizes and conducts parent study groups when there is an interest or need.
 27. Works cooperatively with elementary school counselors to ease transition from elementary school to junior high and with high school counselors for the appropriate placement of students and to ease the transition from junior high school to senior high school.
 28. Works closely with the school psychologist, homebound teachers, diagnostician, attendance officer, Youth Service Specialist and all ancillary personnel to help students with special problems.
 29. Participates in Admissions, Review, and Dismissal (ARD) meetings when appropriate.
 30. Works cooperatively with and coordinates the use of community referral sources in the prevention and/or intervention of pregnancy, drugs and child abuse, school dropouts, runaways, etc.
 31. Supervises the processing of report cards.
 32. Disseminates information to students and parents concerning summer school and other alternative means of education.
 33. Reports physical and sexual abuse cases to the Children's Protective Services and to the district Youth Service Specialists and check on progress of these cases.
 34. Assists the principal in Awards Night activities.
- Carries out other guidance responsibilities as assigned by the Principal and/or Director of Guidance.

TITLE: COUNSELOR – ELEMENTARY SCHOOL

1. Assists in planning and developing the school's education, guidance and counseling program in relation to the needs of the students being served.
2. Assists in classroom and/or behavioral management planning with parents and professional personnel.
3. Administers and/or supervises the administration of the District's standardized testing program.
4. Supervises and/or administers the screening for the Gifted/Talented, Bilingual/ESL, Transition programs, and early entrance to first grade.
5. Administers screening instrument for new Bilingual/ESL students and sets up the LPAC meetings at the beginning and end of school.
6. Uses computers in job-related activities.
7. Coordinates the organization and/or maintenance of cumulative individual folders containing home language survey, standardized test data, grades, photographs, and other pertinent data that may assist the student.
8. Prepares fifth grade cumulative and counseling folders for transfer to junior high school.
9. Plans and conducts orientation for new students, which may include testing for placement.
10. Assists in implementing Career Education in the elementary schools when needed.
11. Attends meetings: counselor, administrative, team, faculty.
12. Provided personal and developmental counseling services through individual and group conferences.
13. Works cooperatively with professional personnel and community resource personnel in the prevention and/or intervention of drug abuse and school dropouts.
14. Provides crisis counseling and/or consultant services.
15. Provides for small groups and classroom guidance programs to emphasize personal and social development i.e., learning to be responsible for one's behavior, orientation, effective study methods, stress management, decision making.
16. Maintains the necessary lines of communication between the home and the school to enhance the development of the student.
17. Conducts parent conferences and parent-teacher conferences to develop understanding of parent-teacher roles in the attainment of goals for the individual pupil.
18. Keeps teachers informed of progress made by students who are receiving counseling services.
19. Works closely with the school psychologist, homebound teachers, diagnostician, attendance office, Youth Services Specialist and all ancillary personnel to help students with special problems.
20. Disseminates information to students and parents concerning summer school.

21. Plans and conducts staff development programs for individual schools and/or district-wide personnel when appropriate.
22. Organizes and conducts parent study groups when there is an interest or need.
23. Consults with the school psychologist on identified students and coordinates the referral process for psychological services.
24. Works cooperatively with junior high counselors on placement of students to ease the transition from elementary to junior high school.
25. Interprets results of tests to students, parents, and professional personnel.
26. Coordinates and advises parents and teachers of referral sources available beyond those which counselors can provide (outside agencies, Child Welfare, psychological and medical assistance, etc.)
27. Explains the role of counselors to appropriate agencies, the community, and to school staff members – public relations.
28. Reports physical and sexual abuse cases to the Children's Protective Services and/or to the district Youth Service Specialists and checks on progress of these cases.
29. Serves as an active member of the school's referral team for Special Education services and writes the formal referral committee report.
30. Participates in Admission, Review, and Dismissal (ARD) meetings when appropriate.
31. Codes and dates cumulative folders of Bilingual/ESL, Gifted/Talented, Special Education and retained students with appropriately colored dots.
32. Sets up and maintains counseling folders for Bilingual/ESL, Gifted/Talented, and Special Education students.
33. Attends conferences and workshops as recommended by the administration.
34. Assists in the preparation of written reports or surveys that are required by the local school system and/or the Texas Education Agency.
35. Carries out other approved guidance and counseling activities as may be required by the school Principal and/or the Director of Guidance and Counseling.