

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

Elementary Counselor

The role of an elementary counselor in Bellville ISD is to nurture the development of our young students' character in order to fully develop each student's academic, career, personal, and social abilities and address the needs of all students. Our counselors are charged with leading our efforts to ensure the social and emotional needs of our students are met. This includes leading efforts of character development with students, modeling and leading among colleagues, and equipping others (including parents, teachers, and staff) with the knowledge and information needed to ensure all are working to support the social and emotional growth and well being of our learners.

REPORTS TO: Campus Principal

LOCATION: O'Bryant Intermediate School

APPLICATION PROCESS & TIMELINE:

Apply by completing the application at www.bellvilleisd.org and by sending a resume and letter of interest to Karen Fishbeck, Campus Principal, at kfishbeck@bellvillebrahmas.org. Applications will be accepted and reviewed until the position is filled.

QUALIFICATIONS

Master's degree in guidance counseling

Valid Texas counseling certificate

Three years of teaching experience

Knowledge of counseling procedures, student appraisal, and career development

Organizational, communication, and interpersonal skills

MAJOR RESPONSIBILITIES & DUTIES:

- Effectively plan the school guidance and counseling program to meet the needs of learners
- Teach guidance and character education curriculum and assist teaching staff in implementation
- Provide counseling to individuals and small groups relative to their concerns
- Campus 504 Coordinator & State Assessment/Testing Coordinator
- Coordinate and facilitate the Problem Solving Team and Special Programs referral process.
- Compile, maintain, and file all reports, records, and other documents required
- Present for students a positive role model that supports the mission of the school district
- Maintain a positive and effective relationship with supervisors
- Establish and maintain open lines of communication with students and their parents
- Maintain a professional relationship with all colleagues, students, parents, and community leaders
- Participate in the district staff development program
- Demonstrate behavior that is professional, ethical, and responsible
- Attend and participate in faculty meetings and serve on committees as required
- Any other assignments deemed appropriate by the building principal

NUMBER OF DAYS WORKED: 209

COMPENSATION SCALE & WAGE STATUS: BISD Hiring schedule /Professional-Exempt

DATE TO ASSUME DUTIES: July 2024- Start Date TBD.

LEARNERS TODAY . LEADERS TOMORROW .