**SBISD Summer School – Secondary Employee Information**

**Counselor**

**Major functions and responsibilities:** The person in this position will be responsible for the

comprehensive guidance and counseling program for students. This will be accomplished

by consulting with teachers, parents and staff.

**Examples of Key Duties:**

• Serve as resource person with teachers, parents, and staff regarding meeting the needs of

students.

• Provide assistance for teachers in helping them further develop their techniques for working with students.

• Maintain a log of students served, and refer students with problems, and their parents, to specific programs, specialists, and community resources.

• Communicate effectively with the community.

• Participate in or coordinate activities which contribute to an effective school environment, and

pursue continuous professional growth.

• Evaluate and plan improvement for the campus guidance program as aligned with the TEA

Comprehensive Guidance Plan, SBISD Strategic Plan and Campus Improvement Plan.

• Perform other duties as assigned.

**Staff Relationship:** This person is directly responsible to the High School Summer School Administrative Team.

**Qualifications:** The person in this position should have the following credentials:

• Master’s degree in related field

• Valid Texas Certificate appropriate for position

• Ability to work with adults and elementary children effectively

• Previous teaching experience

• Returning as SBISD employee in Fall 2018

**Terms of Employment: 21 days**

**In-service Dates:** June 7th

**Program Dates:** Session I: June 11th – June 26th

 Session II: June 27th – July 17th (No School on 7/4 or 7/5)

Monday – Thursday: 7:30 – 3:00

**Summer Stipend:** $3000 - $4500

**FLSA Status**: Exempt

**Procedure for Application:** Complete the online application

**Deadline for Application:** May 1st, 2018