

## Posting

(Vacancy Announcement)

**Position Title:** Counselor

**Posting Date:** July 15, 2009

**Deadline:** Until Filled

**Location:** To Be Announced

**Salary Range:** \$41,850 - \$57,076

**Length of Work Year:** 203 days

**Education** Master's degree in guidance counseling.  
(Certification/License) Valid Texas counseling certificate.

**Experience:** Three years teaching experience.

- Special Knowledge/Skills:**
- Knowledge of counseling procedures, student appraisal, and career development.
  - Excellent organizational, communication, and interpersonal skills.
  - Ability to instruct students and manage their behavior.
  - Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
  - Assist teachers in the teaching of guidance-related curriculum.
  - Guide individuals and groups of students to develop education plans and career awareness.
  - Counsel individual students and small groups with presenting needs and concerns.
  - Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
  - Work with school and community personnel to bring together resources for students.
  - Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
  - Develop and maintain positive working relationships with other school professionals and representatives of community resources.
  - Use an effective referral process to assist students and others to use special programs and services.
  - Participate in planning and evaluation of campus standardized testing program.
  - Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
  - Maintain the confidentiality of student assessment.
  - Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
  - Implement a comprehensive and balanced program.
  - Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
  - Educate the school staff, parents, and community about the guidance program through a public information program.
  - Compile, maintain, and file all required physical and computerized reports, records, and other documents.
  - Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
  - Comply with all district and campus routines and regulations.
  - Maintain a positive and effective relationship with supervisors.
  - Communicate effectively with colleagues, students, and parents.
  - Adhere to ethical and legal standards and model behavior that is professional,

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; [www.paisd.org](http://www.paisd.org)



**Send Application and Information to:**

Department of Personnel  
P.O. Box 1388  
Port Arthur, TX 77641-1388

and responsible.

- Participate in professional development to improve skills related to job assignment.
- Supervise assigned counseling aide(s) and clerical employee(s).
- Perform other duties and functions as assigned by the principal.

**Application Procedures:**

**District Employees:**

Letter of Interest and updated résumé.

**Contact Person:** Jimmy Wyble

**Non District Applicants:**

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

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