



*This job description based on a publicly-available job description from a Texas High School helps demonstrate how a school divides leadership responsibility to the counselor role. Bringing the academic counselor into the leadership team, they wrap in the school's vision as well as the achievement metrics into the role responsibilities. The job description illustrates how **all** leadership roles (including counselors) should include clear responsibilities that align to the school's vision as well as metrics for success.*

## 21-22 High School Academic Counselor (Leadership Team Position)

Department: School Leadership

Grade Level: High School

### Job Description

A Texas High School Lead Academic Counselor will provide assistance to the School Leader and/or Leadership Team with the administration of systems related to high school matriculation and graduation. The Lead Academic Counselor (LAC) furthers the mission of Texas High School by supporting a school culture that empowers students to develop the knowledge, skills, and character traits necessary to pursue a college education and a life of value, joy, and integrity. The LAC will work to support Texas High School regional mission and culture of achievement.

We are committed to establishing high-achieving schools that are diverse, equitable, and partnered strongly with the communities they serve. This is a leadership position for a person who is organized, detail-oriented, and always follows through. Additionally, this leader is warm and firm with students and parents, ensuring that they always turn in required documents and always complete challenging academic courses. The Lead Academic Counselor is relentless with adults and students and holds herself/himself accountable for achieving excellent results.

This role has school-based priorities as well as regional priorities, which are related to the responsibilities and duties outlined below.

### MAJOR RESPONSIBILITIES AND DUTIES:

The Lead Academic Counselor will be responsible for:

- **Academic Progress Management**
  - More than 90% of eighth grade students from Texas School District feeder schools attend their high school campus. 100% of students graduate from high school with a coherent, state compliant transcript that prepares students for college and career (CTE, where applicable and Advanced Placement).

- 100% of students own their high school progress by developing a Personal Graduation Plan (PGP) that includes electives, enrichment, credit recovery courses, and advanced placement courses related to their chosen endorsement(s).
  - Communication between the Data Quality Specialist and the school is 100% transparent and timely and that course codes and CTE information is correct.
  - Responsible for ensuring less than 15% of students fail one or more courses each grading period during the first five semesters in high school by coordinating teacher and advisor efforts.
  - Advisors understand and are executing on their responsibility to see that their advisees are making academic progress through high school through clearly defined roles and responsibilities.
  - Audit transcripts three times per year (August 9-12; January 9-12; May 12) along with a committee of assigned school administration to ensure accuracy of scheduling and progress toward graduation requirements.
  - Schedule student courses to meet state graduation requirements.
- **High School Transition Support**
    - Teach and/or support 9th grade Seminar that supports students in building high school academic skills and college readiness achievement
- **Assessment Coordination**
    - Including the organization, rostering, training and administration of STAAR, PSAT, ACT, and other assessments related to college going success
- **School Culture**
    - Support leadership with building a student culture of achievement through investment, rewards, and activities
    - Support leadership with faculty reward programs and activities related to the culture of achievement
- **Faculty Management**
    - Manage projects and people as determined by the school leader
    - Be a model for clear communication and follow through
    - Work with advisors/designated staff to create a clear and coherent program that leads to improved student progress in all areas
- **Student Management**
    - Monitor overall academic progress for all students
    - Closely monitor 9th and 10th grade cohorts to ensure that cohorts are on track to meet HS blueprint GPA goals

- Collaborate with designated staff to...
  - Intervene with support when students have challenges with academics, attendance, or discipline
  - Empower students to set goals and increase motivation
  - Ensure students can calculate their GPA and analyze their transcript Parent Outreach
  - Host parent events such as workshops, student-led parent conferences, open houses, or other events that support academic transitions to and through college
  - Ensure parents know the benefits of attending a Texas high school and how to best support their student School Management
  - As directed, maintain and monitor compliance in areas such as Special Education, 504, LPAC, At-Risk, and CTE students
  - As directed, coordinate and manage state, district, and local testing

### Skills:

- Ability to establish rapport with families and children
- Articulate, professional demeanor with strong self-confidence and initiative Ability to work both on broad-based strategy and everyday details
- Ability to exercise excellent judgment in decision-making
- Ability to establish and maintain effective working relationships both internal and external to the district
- Independent, self-starter with a strong focus on student development and a passion for working with underserved student populations and their families
- Proven written and verbal communication skills with all levels of management, both internal and external to the district
- Strong organizational and planning skills
- Possession of a passionate and loving attitude toward all children
- Possession of a belief in inquiry-based learning and constructivist methods
- Possession of a sense of urgency to do whatever it takes to assure that every student gets to and through college
- Commitment to the vision, mission, values and goals of Texas School District
- Motivation to grow as an educational professional
- Desire to implement curriculum, instruction, and assessment that is cutting-edge based on educational research
- Willingness to be an active member of a professional learning community focused on action research within the school and the classroom
- Responsiveness; Follow-up and follow-through with students, families, and faculty members is essential Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook)
- Proficiency using computers, printers, copy machines, and fax machines Ability to travel throughout the district and the city