

When hiring or assigning duties to a Counselor Coach, it is important to focus on responsibilities that go beyond typical counseling tasks. A counselor coach takes on leadership, guidance, monitoring, and program development roles. Below are the key duties to consider:

1. Program Development and Oversight

- Develop, plan, implement, and evaluate a comprehensive school counseling program aligned with district, state, and national standards.
- Ensure the counseling program addresses academic, career, and social-emotional development for all students.
- Develop, and coordinate an activation and assignment guide of crisis counselor leads and response teams.
- Regularly assess the effectiveness of the counseling program and make data-driven improvements.

2. Leadership and Advocacy

- Advocate for policies that support the mental health and academic success of all students.
- Function as a liaison between school administrators, faculty, and counselors to promote a positive school climate.
- Lead efforts to address equity, inclusion, and diversity in the counseling program.
- Assist with recruiting, interviewing, selection, of guidance and counseling personnel and make recommendations about placement and assignments.
- Attend EPADOSC regional meetings to advocate, represent San Elizario ISD and provide feedback to the counselors on upcoming events and trainings.

3. Guidance and Mentoring

- Provide guidance, and professional development for other counselors, interns, and counseling staff supporting professional growth and ethics.
- Conduct regular team meetings to ensure consistency in service delivery, academic histories are accurate and are following ethical standards.
- Support the growth of new counselors through mentorship and coaching.
- Monitor goals and curriculum for academic counseling through assessments.
- Monitor and provide guidance to counselors to ensure accuracy of transcripts.
- Manage and monitor the comprehensive guidance and measurable goals of each campus.

4. Collaboration and Communication

- Collaborate with teachers, administrators, and support staff to integrate counseling goals with schoolwide initiatives.
- Maintain effective communication with parents, community partners, and external mental health providers.
- Facilitate partnerships with outside agencies to provide additional student services.

5. Crisis Management and Intervention

- Lead crisis response efforts and provide guidance in developing crisis protocols.
- Assist in identifying at-risk students and developing intervention plans.
- Provide leadership during emergencies and support staff in managing critical incidents.

6. Data Management and Reporting

- Analyze and interpret student data to assess the needs of the school community.
- Prepare and present reports on program outcomes, student progress, and counseling services.
- Use data to advocate for additional resources or adjustments to counseling programs.

7. Compliance and Ethical Standards

- Ensure that the counseling program follows ethical standards established by organizations such as ASCA (American School Counselor Association).
- Oversee compliance with federal, state, and local laws regarding student records, confidentiality, and mandated reporting.

8. Professional Development and Training

- Lead ongoing professional development for counselors and school staff on best practices in counseling, mental health, and student support.
- Stay current on new counseling techniques, technologies, and evidence-based practices.

9. Resource Management

- Manage and allocate resources effectively to support counseling initiatives.
- Identify and apply for grants or funding opportunities to enhance student services.

These duties ensure that the lead counselor plays a critical role in enhancing the counseling program, supporting students, and fostering a safe and supportive school environment.