

Job Title	Counselor
Employer/ Agency	Arcadia Schools
Job Description	The Counselor provides direct student support services that promote student well-being, attendance, and success at school. Reporting to the Head Counselor (or, if the school is in an earlier staffing phase, reporting to the Principal), the Counselor supports implementation of Arcadia's counseling program through individual and group counseling, student support coordination, family partnership, and collaboration with teachers and school leaders. This role is primarily student-facing and service-delivery focused. The Counselor will contribute to strong, consistent systems by using common tools, documentation practices, and intervention routines established by the Head Counselor and school leadership. Social-Emotional and Mental Health Support ● Provide short-term, solution-focused individual counseling to students experiencing social, emotional, or behavioral challenges. ● Facilitate small groups focused on topics such as stress management, organization, peer relationships, attendance, grief/loss, or transition to high school. ● Support crisis response, including student safety planning, in partnership with the Head Counselor/Principal and appropriate external partners, following school protocols. ● Make referrals and coordinate follow-up for students needing more intensive supports. Student Support Systems and MTSS ● Participate in student support team meetings (e.g., MTSS, RTI) to review data, plan interventions, and monitor progress for assigned students. ● Implement Tier 2 and Tier 3 interventions for assigned caseload students (attendance, behavior, SEL supports), documenting plans and progress. ● Collaborate with special education staff, 504 coordinators, and other support personnel to ensure services are aligned and well-communicated (as applicable to the role). Family and Community Partnerships ● Build trusting relationships with families and serve as a point of contact for student support questions and concerns for assigned students. ● Communicate regularly with families about student well-being, attendance, behavior, and support plans, in partnership with teachers and administrators. ● Support family workshops and information sessions related to high school transition, attendance, mental health, and supporting teens at home. Collaboration with School Staff

- Work closely with teachers and school leaders to create a supportive, predictable environment for students.
- Share relevant insights with staff to help them support students' needs, while maintaining appropriate confidentiality.
- Support staff in making effective referrals and using consistent student support practices (e.g., referral protocols, re-entry supports).

Documentation, Compliance, and Professional Practice

- Maintain accurate counseling records and documentation aligned to school systems and legal/ethical standards (confidentiality, student records, consent as applicable).
- Use consistent documentation tools to track interventions, contacts, and follow-up.
- Participate in professional development, supervision, and team meetings as required.

Designated Area of Ownership

- In addition to the responsibilities outlined above, serve as the primary owner for at least one key student support area, to be finalized based on school needs and the counselor's strengths. Possible areas of ownership may include, but are not limited to:
 - Section 504 coordination
 - Attendance and truancy prevention systems
 - Student support/MTSS coordination
- Develop systems, calendars, and documentation for the designated area of ownership and ensure that all related deadlines, legal requirements, and communication needs are consistently met.

Qualifications	Education and Knowledge - Degree in school counseling or a closely related field. - Valid Texas school counselor certification (or eligibility and willingness to obtain within a specified timeframe). - Knowledge of adolescent development, counseling theory and practice, and a comprehensive school counseling framework (e.g., ASCA). - Knowledge of MTSS and how behavioral, social-emotional, and attendance supports can be organized and monitored. - Familiarity with community mental health/SEL resources and how schools partner with external providers.
	Skills - Typically 1-4 years of experience as a school counselor (or closely related student support role), with evidence of strong student-facing work; more experience welcome. - Strong counseling skills, including individual and group counseling, crisis response support, and consultation with staff and families. - Ability to build trusting relationships with students, families, and colleagues. - Skill using data (attendance, behavior, referrals, surveys, etc.) to identify needs and plan interventions for assigned students. - Strong organization and follow-through; able to balance planned supports with responsive student needs. - Alignment with Arcadia's mission, values, and commitment to supporting students at a high level.
Salary/Hours	\$60,000–\$68,000 annually, depending on experience and qualifications
Address	6648 Hornwood Dr.
City, State, Zip	Houston, TX 77074
Contact Person	Mohamad Maarouf
Telephone Number	832-858-5077
Email Address	mmaarouf@arcadia-schools.org
Application Method	To apply for this position, please email your résumé and a short letter explaining why you are excited about Arcadia High School and this role. - Email: mmaarouf@arcadia-schools.org - Subject line: Application - RoleTitle - YourName If you are interested in being considered for multiple roles, please note that in your email.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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