



Riviera Independent School District

203 Seahawk Drive, Riviera, Texas 78379

Phone 361-296-3101 Fax 361-296-3108

www.rivieraisd.us

NOTICE OF VACANCY FOR KAUFER *Early College* HIGH SCHOOL COUNSELOR

HOW TO APPLY:

Download a Certified Personnel application at www.rivieraisd.us or request that an application be sent by email or postal service.

Applicants should send the following information to Annette Huff, Superintendent's Secretary, Riviera ISD, 203 Seahawk Drive, Riviera, Texas 78379 or email ahuff@rivieraisd.us.

- (1) a Riviera ISD Certified Personnel Application,
- (2) a letter of interest,
- (3) complete resume with references or letters of recommendation, and
- (4) copies of current Texas credentials

Applicants will not be considered unless all of the above requirements are submitted. All submitted application packets become the property of the Riviera Independent School District.

Applicants selected for interviews will be contacted. All questions should be directed to Annette Huff at ahuff@rivieraisd.us or call 361-296-3101, option 3.

Salary is negotiable, based on experience. All Riviera ISD full-time employees are eligible for employee insurance.

QUALIFICATIONS AND CHARACTERISTICS:

The Early College High School Counselor is accountable to the Kaufers *Early College* High School Principal. The counselor is expected to work closely with the Principal to plan, implement and evaluate a comprehensive developmental guidance and counseling program, as well as, counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population students. The counselor will manage career and technical education department, and work closely with the principal to ensure that the development and delivery of career and technical education curriculum and instructional program is effective and efficient, incorporates district goals, supports student achievement, and provides career development opportunities for students.

Successful candidates for this position will possess the following:

- A valid Texas Counselor Certification
- Three successful years teaching experience
- Strong work ethic, high energy, initiative, sense of humor, analytical ability, and common sense
- Knowledge of counseling procedures, student appraisal, and career development
- Excellent organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior
- Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff
- Ability to manage budget
- Ability to implement policy and procedures

RIVIERA ISD MISSION STATEMENT:

Creating unique opportunities through academic excellence and community values.