

Michael F. Bergman, Ed.D.  
Superintendent  
[mbergman@hitchcockisd.org](mailto:mbergman@hitchcockisd.org)

## ANNOUNCEMENT OF VACANCY

**Date:** 01/07/2010  
**Position Title:** Counselor - Secondary  
**Location:** Assigned campus  
**Reports to:** Principal

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**Days required:**  
207

**Salary Range:**

- Depending upon experience
- According to the Salary Scheduled approved by the HISD Board of Trustees

**Position Requirements:**

- Master's degree in guidance counseling
- Valid Texas counseling certificate

**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

**Experience:**

- A minimum of three years teaching experience

**Application Deadline:**

Until filled

**Date Available:**

Immediately

**Application Procedures**

**District Employees:**

Submit letter of interest or transfer request to Michael F. Bergman, Ed.D., Superintendent

**Outside Applicants:**

**Credentials required of Applicant for consideration for employment:**

1. A properly completed application. Include:
  - a. Application
  - b. Completed criminal history background check form

- c. Resume
- d. A transcript for all college and/or university work. An official transcript is required, if employed.
- e. Copy of Texas Teachers Certification
- f. The names of at least four (4) persons who can provide a professional recommendation for you (College Placement file will be acceptable). Please provide complete mailing address, including zip code, and telephone number.

Applications may be obtained at the Hitchcock ISD Administration Office or the Hitchcock ISD website: [www.hitchcockisd.org](http://www.hitchcockisd.org)

Submit application by mail or by fax to 409-986-5141.

Brenda J. Taylor, Superintendent's Secretary  
Hitchcock ISD  
8117 Highway 6  
Hitchcock, TX 77563

Phone: 409-986-5514  
Job openings posted at [www.hitchcockisd.org](http://www.hitchcockisd.org)

- 2. Applications will be active for one (1) year from date of receipt.

**Deadline for Applications:** Open until filled

## **An Equal Opportunity Employer**

Posted: 01/07/2010/bjt