

School Counselor

School Counselors are directly responsible to their principals. School Counselors must be able to perform tasks involving light lifting, carrying, pushing, or pulling and must be able to sit for prolonged periods of time. Vision, hearing, and verbal communication are essential factors in performing required tasks, duties, and responsibilities.

The School Counselor shall:

- 1.) Promote the school system's guidance and counseling program by
 - Implementing the school system's guidance plan.
 - Promoting the school system's guidance plan.
- 2.) Facilitate delivery of counseling services by
 - Conducting individual counseling with students.
 - Conducting group counseling with students in the areas of educational, career, and personal needs.
 - Coordinating with local school staff to provide supportive instructional classroom activities that relate to student educational, career, and personal needs.
 - Assisting with administration of standardized group testing.
 - Ensuring that students receive appropriate career development assistance.
 - Consult with school staff on student problems and concerns as needed or requested.
 - Consult with parents on student problems and concerns as needed or as requested.
 - Promote the use of community resources in meeting student needs.
 - Engage in professional growth activities.
 - Apply newly acquired professional knowledge.
- 3.) Follow professional practices consistent with local school and system policies by
 - Interacting in a professional manner with students, parents and colleagues.
 - Being available to students, parents, and colleagues in accordance with system policies.
 - Facilitating home and school communication by such means as holding conferences, telephoning and sending written communications.
 - Maintaining confidentiality of students, students' records, parents, staff, and school business.
 - Working cooperatively with school administrators, teachers, and other service personnel, and parents.
 - Modeling correct use of oral and written language.
 - Demonstrating accurate and up-to-date knowledge of content.
- 4.) Comply with local school, system, and state policies and regulations by
 - Conducting guidance and counseling activities at the time scheduled.
 - Supporting policies and regulations concerning student conduct and discipline.
 - Being punctual.
 - Maintaining plans as required by school policy.
 - Implementing designated guidance curriculum.
 - Maintaining accurate, complete, and appropriate records and reporting promptly.
 - Attending and participation in faculty meetings and other assigned meetings and activities according to school policy.
 - Complying with conditions as stated in the individual's contract.
- 5.) Act in a professional manner and shall assume responsibility for the guidance-counseling program by
 - Taking precautions to protect records, equipment, materials, and facilities.
 - Assuming responsibility for supervising students in their charge.
- 6.) The School Counselor for students in grades 6-12 shall:
 - Provide to the students information for postsecondary plans, financial aid, and scholarship information.
 - Plan and coordinate the advisement program for the school.
 - Plan and coordinate the school testing program.
 - Provide staff development for the school faculty in order to ensure an effective testing program.
 - Evaluate transcripts and review records in order to advise students and faculty members about course selections and placement.
 - Conduct and exit interview with students who are withdrawing from school.
- 7.) Follow the system's procedures in referring students to a local school support team.

If additional tasks, duties, and/or responsibilities are assigned to or deleted from this role description, this document shall be revised in writing at that time to reflect said changes and shall be submitted to the Board as customary for approval.

Signature

Date