

GUIDANCE PROGRAM FUNCTIONS OF THE SCHOOL **GUIDANCE COUNSELOR**

Essential Functions:

- Conduct guidance learning activities in the classroom by following the guidance competencies
- Consult with and/or be a resource person for teachers to facilitate the infusion of the guidance competencies into the regular educational program
- Assess guidance results

Guide and counsel groups and individual students through the development of educational and career plans:

- Provide orientation activities for students new to the school
- Participate in orientation programs for parents and students
- Assist students in all transition activities that they are involved in
- Inform students and parents of test results and their implications for educational planning
- Provide resources and information to assist in career awareness and career exploration activities and help students take appropriate steps toward implementing their educational and career plans
- Assist students and parents in the evaluation of completion requirements by updating the student's educational plan on a regular basis

Counsel small groups and individual students with problems:

- Conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students

Consult with teachers, staff, and parents regarding meeting the developmental needs of students:

- Participate in staffing meetings
- Conduct in-service programs for faculty, parents, and community members
- Conduct and facilitate conferences with teachers, students, and parents
- Conduct or provide opportunities for parent education programs
- Assist families with school related programs

Refer students with severe problems to the school assistance team in consultation with their parents:

- Consult and coordinate with in-district and community agencies, such as school psychologists, nurses, administrators, etc.

Coordinate, conduct or participate in activities which contribute to the effective operation of the school:

- Act as an advocate for all students
- Interpret group test results to parents, faculty, and staff
- Assist school staff in the placement of students with special needs in appropriate programs
- Participate with the administration and faculty as a team member in the implementation of the district testing programs

Evaluate and revise the building guidance program:

- Conduct needs data assessments to determine the competencies to be addressed for each grade level
- Consult with the Guidance Advisory Committee to evaluate the guidance program

Pursue professional growth:

- Attend professional development opportunities, relevant workshops etc.
- Stay current with guidance and counseling practices
- Join professional organizations
- Take post-graduate courses

Go on home visits as needed:

- Visit students and parents in their home to discuss school related issues as needed

Submit all necessary paperwork and data collection results to school principal and district guidance coordinator:

- Complete and submit quarterly reports
- Complete and submit yearly planning log