



Christina Comprehensive School Counseling Program: Reaching Tomorrow by Teaching Today

Appendix I: Job Descriptions

Job Title: School Counselor; Elementary School
Reporting: School Principal
Role: Responsible for implementation of the District and school Guidance Plans and other duties that provide for the academic, personal, and social needs of the student body.

Responsibilities:

1. Orientation and Providing of General Information:
 - a. Provides orientation sessions which cover:
 - i. Introduction of the counselor
 - ii. Explanation and discussion which covers the following:
 1. School counseling services and how to use them
 2. Grade specific activities and expectations
 - b. Assists in providing the articulation necessary for students to move to the next grade level
 - c. Provides students and parents with information concerning school programs and choices available
 - d. Attends school programs for students such as Open House or other parent information nights
 - e. Providing news for parents with regard to evening programs
 - f. Knows and interprets curriculum offerings to students and parents
 - g. Advertises school, district, or county activities relative to student planning, enrichment opportunities, or interests
2. Academic Intervention
 - a. Identifies and provides individual and/or group sessions for students who are not making satisfactory academic progress
 - b. Provides parents with opportunities to participate in student conferences concerning academic concerns
 - c. Serve as a member of the START and/or other intervention team(s) to provide intervention and services for referred students
 - d. Identifies and provides individual and/or group counseling and guidance sessions and referrals for the following groups who have special needs:
 - i. Special Services Students
 - ii. Gifted and Talented Students
 - iii. Self Referrals
 - iv. Teacher Referrals
 - v. Chronic Behavior Referrals
 - vi. Home Bound Instruction
 - vii. Miscellaneous inquiries such as:
 1. Court Referrals
 2. Social Security Verifications
 3. Social Services Inquiries
3. Career Exploration and Goal Setting
 - a. Provides annual developmentally based lessons for students which foster a better understanding of careers, college, and continued academic planning towards achievement of student goals.
 - b. Serves as a resource person to administrators, teachers, parents, and students concerning academic and educational planning, goals, student progress, and personal/social growth and development.
 - c. Provides parents with opportunities to participate in student conferences concerning scheduling and college/career planning.
 - d. Assists in providing activities and materials which encourage students to continue to explore and prepare for the world of work and future career opportunities.
4. Administrative Functions
 - a. Evaluates records of new students and develops appropriate interventions to assist students in transition.
 - b. Organizes records in a useful, accurate, and efficient manner



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- c. Maintains a log of daily activities, parent contacts, teachers contacts, and e-mails
- d. Completes a monthly report of all activities and professional development
- e. Recognizes significant student achievement in academic and/or social areas
- f. Other necessary guidance related duties or functions as assigned by the principal
5. Professional Growth, Ethics, and National Standards
 - a. Assists the department in evaluating the school counseling program
 - b. Participates in opportunities for growth through professional organizations
 - c. Abides by the ethical standards of the American School Counselor Association
 - d. Serves on various school counseling related committees
 - e. Participates in business and industry activities to increase knowledge of the world of work
6. Testing
 - a. May serve as a resource person for teachers, administrators, students, and parents in the area of the test orientation and interpretation.
 - b. May assist in setting up, proctoring, and/or administering any standardized tests given at the high school level
7. Personal/Social Counseling and Crisis Intervention
 - a. Provide individual and group counseling as needed to assist students with issues that may interfere with academic success
 - b. Provide crisis counseling and intervention as needed
 - c. Cooperate and consult with the START Counselor as necessary to ensure that each student's personal, social, and emotional needs are being met
 - d. Refer students as necessary to agencies or programs which can provide services necessary for their social and emotional well-being
 - e. Provide information to students on special programs (mentoring, volunteering, at-risk programs, etc.)



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Job Title: School Counselor; Middle School
Reporting: School Principal
Role: Responsible for implementation of the District, State, and School Counseling Plans and other duties that provide for the academic, personal, and social needs of the student body.

Responsibilities:

1. Orientation and Providing of General Information:
 - a. Provides orientation sessions which cover:
 - i. Introduction of the counselor
 - ii. Explanation and discussion which covers the following:
 1. School counseling services and how to use them
 2. Grade specific activities and expectations
 - b. Assists in providing the articulation necessary for students to move to the next grade level
 - c. Provides students and parents with information concerning school programs and choices available
 - d. Attends school programs for students such as Open House or other parent information nights
 - e. Providing news for parents with regard to evening programs
 - f. Knows and interprets curriculum offerings to students and parents
 - g. Advertises school, district, or county activities relative to student planning, enrichment opportunities, or interests
2. Academic Intervention
 - a. Identifies and provides individual and/or group sessions for students who are not making satisfactory academic progress
 - b. Provides parents with opportunities to participate in student conferences concerning academic concerns
 - c. Serve as a member of the START and/or other intervention team(s) to provide intervention and services for referred students
 - d. Identifies and provides individual and/or group counseling and guidance sessions and referrals for the following groups who have special needs:
 - i. Students at risk of dropping out
 - ii. Special Services Students
 - iii. Gifted and Talented Students
 - iv. Self Referrals
 - v. Teacher Referrals
 - vi. Chronic Behavior Referrals
 - vii. Home Bound Instruction
 - viii. Miscellaneous inquiries such as:
 1. Court Referrals
 2. Social Security Verifications
 3. Social Services Inquiries
3. College Planning, Career Planning, and Goal Setting
 - a. Provides at least 2 individual counseling sessions with each counselee each year to cover the following:
 - i. Discussion of student education and vocational goals
 - ii. Personal and social development and needs
 - b. Serves as a resource person to administrators, teachers, parents, and students concerning academic and educational planning, goals, student progress, and personal/social growth and development
 - c. Provides parents with opportunities to participate in student conferences concerning scheduling and college/career planning
 - d. Uses records, test results, information on interests and abilities to assist students in knowing themselves and begin to explore potential college/career goals
 - e. Assists in providing activities and materials which encourage students to continue to explore and prepare for the world of work and future career opportunities



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- f. Conduct registration and scheduling activities with students
4. Registration and Administrative Functions
 - a. Adjusts student schedules each semester as needed
 - b. Makes grade and transcript correction as needed
 - c. Evaluates records of new students and develops appropriate schedules based on goals and prior coursework
 - d. Notifies parents of student retention according to promotion policy guidelines
 - e. Organizes records in a useful, accurate, and efficient manner
 - f. Maintains a log of daily activities, parent contacts, teachers contacts, and e-mails
 - g. Completes a monthly report of all activities and professional development
 - h. Recognizes significant student achievement in academic and/or social areas
 - i. Other necessary guidance related duties or functions as assigned by the principal
5. Professional Growth, Ethics, and National Standards
 - a. Assists the department in evaluating the school counseling program
 - b. Participates in opportunities for growth through professional organizations
 - c. Abides by the ethical standards of the American School Counselor Association
 - d. Serves on various school counseling related committees
 - e. Participates in business and industry activities to increase knowledge of the world of work
6. Testing
 - a. May serve as a resource person for teachers, administrators, students, and parents in the area of the test orientation and interpretation.
 - b. May assist in setting up, proctoring, and/or administering any standardized tests given at the high school level
7. Personal/Social Counseling and Crisis Intervention
 - a. Provide individual and group counseling as needed to assist students with issues that may interfere with academic success
 - b. Provide crisis counseling and intervention as needed
 - c. Cooperate and consult with the START Counselor as necessary to ensure that each student's personal, social, and emotional needs are being met
 - d. Cooperate and consult with the Dean of Students to assist students with issues that interfere with academic success
 - e. Refer students as necessary to agencies or programs which can provide services necessary for their social and emotional well-being
 - f. Provide information to students on special programs (mentoring, volunteering, at-risk programs, etc.)



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Job Title: School Counselor; High School
Reporting: School Principal
Role: Responsible for implementation of the District, State, and School Counseling Programs, Course Scheduling, and other duties that provide for the academic, personal, and social needs of the student body.

Responsibilities:

1. Orientation and Providing of General Information:
 - a. Provides orientation sessions which cover:
 - i. Introduction of the counselor
 - ii. Explanation and discussion which covers the following:
 1. School Counseling services and how to use them
 2. Grade specific activities and expectations
 - b. Assists in providing the articulation necessary for students to move to the next grade level
 - c. Provides students and parents with information concerning school programs and choices available
 - d. Attends school programs for students such as Open House or other parent information nights
 - e. Assists guidance director in providing news for parents with regard to evening programs
 - f. Knows and interprets curriculum offerings to students and parents
 - g. Advertises school, district, or county College Night, Financial Aid, or Career Planning activities
2. Academic Intervention
 - h. Identifies and provides individual and/or group sessions for students who are not making satisfactory academic progress
 - i. Provides parents with opportunities to participate in student conferences concerning academic concerns
 - j. Serve as a member of the START and/or other intervention team(s) to provide intervention and services for referred students
 - k. Identifies and provides individual and/or group counseling and guidance sessions and referrals for the following groups who have special needs:
 - i. Students at risk of dropping out
 - ii. Special Services Students
 - iii. Gifted and Talented Students
 - iv. Self Referrals
 - v. Teacher Referrals
 - vi. Chronic Behavior Referrals
 - vii. Upward Bound, Talent Search, and other similar programs geared toward helping students excel
 - viii. Home Bound Instruction
 - ix. Miscellaneous inquiries such as:
 1. Court Referrals
 2. Social Security Verifications
 3. Social Services Inquiries
3. College Planning, Career Planning, and Goal Setting
 - a. Provides at least 2 individual counseling sessions with each counselee each year to cover the following:
 - i. Discussion of student education and vocational goals
 - ii. Personal and social development and needs
 - b. Serves as a resource person to administrators, teachers, parents, and students concerning academic and educational planning, goals, student progress, and personal/social growth and development
 - c. Provides parents with opportunities to participate in student conferences concerning scheduling and college/career planning
 - d. Uses records, test results, information on interests and abilities to assist students in knowing themselves and identify potential college/career goals



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- e. Assists in providing activities and materials which encourage students to continue to explore and prepare for the world of work and future career opportunities
 - f. Advertise school, district, or county College Night, Financial Aid, or Career Planning activities
 - g. Conduct pre-registration and scheduling activities with students taking into account their graduation requirements, college/career goals, and prior coursework
 - h. Complete counselor recommendations and mid-year reports, prepare transcripts for college applications, and assist in applying for scholarships and other essential programs
4. Registration and Administrative Functions
- a. Adjusts student schedules each semester as needed
 - b. Makes grade and transcript correction as needed
 - c. Evaluates records of new students and develops appropriate schedules based on goals and prior coursework
 - d. Notifies parents of student retention according to promotion policy guidelines
 - e. Organizes records in a useful, accurate, and efficient manner
 - f. Maintains a log of daily activities, parent contacts, teachers contacts, and e-mails
 - g. Completes a monthly report for the Director of Guidance
 - h. Recognizes significant student achievement in academic and/or social areas
 - i. Work with the Master Scheduling team to create, evaluate, and revise the master schedule to accommodate the needs of all students
 - j. Other necessary school counseling related duties or functions as assigned by the principal
5. Professional Growth, Ethics, and National Standards
- a. Assists the department in evaluating the school counseling program
 - b. Participates in opportunities for growth through professional organizations
 - c. Abides by the ethical standards of the American School Counselor Association
 - d. Serves on various school counseling related committees
 - e. Participates in business and industry activities to increase knowledge of the world of work
6. Testing
- a. May serve as a resource person for teachers, administrators, students, and parents in the area of the test orientation and interpretation
 - b. May assist in setting up, proctoring, and/or administering any standardized tests given at the high school level
 - c. May be responsible for developing and presenting a test results workshop to students and/or parents
7. Personal/Social Counseling and Crisis Intervention
- a. Provide individual and group counseling as needed to assist students with issues that may interfere with academic success
 - b. Provide crisis counseling and intervention as needed
 - c. Cooperate and consult with other health professionals to ensure that each student's personal, social, and emotional needs are being met
 - d. Cooperate and consult with the Dean of Students to assist students with issues that interfere with academic success
 - e. Refer students as necessary to agencies or programs which can provide services necessary for their social and emotional well-being
 - f. Provide information to students on special programs (mentoring, volunteering, at-risk programs, etc.)