

Delineation of Counseling Services

The professional school counselor manages a comprehensive and developmental K-12 school counseling program and has unique qualifications and skills to address all students' academic, personal/social and career development needs. The school counselor has training in clinical skills adapted to the school setting. School counselors subscribe to the basic tenets of the counseling process, adhere to a Professional Code of Ethics and have a confidentiality responsibility to students and parents. These guidance and counseling services comply with state and federal legislation.

Major functions:

- **Guidance Curriculum** – structured lessons designed to help students achieve desired competencies. It is delivered throughout the schools' overall curriculum and presented in classroom and group activities. Provides all students with the knowledge and skills appropriate for their developmental level. This can also include standardized test interpretation but should not be the test administrator. The curriculum aligns with the College and Career Readiness Performance Index and includes the standards of Academic, Career, and Personal/Social Development.
- **Individual Student Planning** – The coordination of ongoing systematic and specific activities designed to help some students establish personal goals and develop future college and career plans.
- Assists students with a career development process in that encompasses career awareness, career exploration and career management.
- **Responsive Services** – Services that are preventive and or interventive activities meeting students' future and immediate needs. Should include individual or group counseling, consultation with parents, peer helping, and multicultural counseling.
- **System Support** – Consists of management activities establishing, maintaining, and enhancing the total school counseling program. Can include a community
- **Management of Counseling Program** – Incorporating the organizational processes and tools that are concrete and clearly delineated and reflective of the students' needs for college and career readiness.
- **Accountability** – School counselors demonstrate the effectiveness of the school counseling program in measurable data based decisions by reporting on immediate, intermediate, and long range-range results showing how students have benefited from guidance and counseling programs.
 1. Develops and maintains a written plan for effective delivery of the school counseling program based on current school data and thus ensures effective school counselor practice.
 2. Provides leadership and collaborates with other educators in the school wide integration of the guidance curriculum.
 3. Assists all students, individually or in groups, with developing academic, personal, social, and career plans for academic achievement and college and career readiness.
 4. Interprets and utilizes student data and uses appropriate assessment procedures for determining and structuring individual and group student needs for prevention strategies.
 5. Implements an effective referral and follow up process.
 6. Conducts a yearly program audit to review extent of program effectiveness and implementation.
 7. Monitors student academic performance, behavior, and attendance and assist to assist with appropriate interventions to comply with the College and Career Readiness Performance Index.