

SCHOOL COUNSELOR DUTIES MIDDLE SCHOOL AND HIGH SCHOOL

The Counselor is responsible to and works under direction of their respective principals. Their primary function is to direct the counseling and guidance program of the individual schools and perform the following specific duties:

1. Specific duties:
 - A. Maintain student personnel data.
 - B. Administer within the school the approved policies of the Board of Education.
 - C. Keep accurately, all pupil records.
 - D. Cooperate with the Superintendent, faculty and Principals in improving instruction and meeting shared responsibilities.
 - E. Maintain desirable home-school and school-community relationships.
 - F. Prepare and transmit to the Superintendent records and reports as may be required by the Superintendent or the State Board of Education.
 - G. The High School Principal shall make certain that all senior students are completely informed as to their status for graduation. Every transcript shall be carefully analyzed at the beginning of the year and any deficiencies will be reported to the student.
 - H. Perform other duties as may be requested by the Superintendent or Principal, i.e.
 1. Testing.
 2. Scoring.
 3. Ranking (High School).
 - a. Honor rolls.
 - b. State Honor Society.
 - c. National Honor Society.
 - d. Individual standing in class rank.
2. Interpretation of data to:
 - A. Teacher, both as individual and groups.
 - B. Students, each junior shall be individually counseled with concerning his abilities and aptitudes regarding his continuing education and/or employment.
 - C. Parents.
3. Help the principals organize and administer pre-enrollment and enrollment of all students.
4. Provide the principal with information regarding the accumulation of the credits of high school juniors and seniors twice a year.
5. Assist the faculty and students in providing the best learning situation possible for all pupils.
6. Perform such other duties as may be requested by the school principal.

SCHOOL COUNSELOR DUTIES, MIDDLE SCHOOL AND HIGH SCHOOL (Cont.)

The school counselor's duties are as follows:

1. Maintain cumulative records for students of the junior and senior high schools.
2. Secure, organize, and interpret information in cumulative records to teachers and students.
3. Perform individual and group guidance with students wherever services are needed.
4. Maintain current information about higher education and special training in occupational fields, and use these materials in individual conferences and in classroom group counseling.
5. Study student records for identification of individual differences among students.
6. Work individually with students in aiding them to choose subjects from the curriculum for future vocational and educational purposes.
7. Work with students, parents, industries, and places of business in placement of students in full- and part-time jobs.
8. Make a partial follow-up study on students who withdraw or graduate from school.
9. Interview new students and conduct orientation programs.
10. Confer with students who indicate their desire to drop out of school.
11. Confer with teachers, parents, specialists, and community agencies on educational, health, social, and vocational problems of the student.
12. Administer and score standard tests for all students of the middle school and high school.
13. Maintain and keep current and complete test profiles for each middle school and high school student.
14. Interpret the school program and the student's individual program to the parents.
15. Assist students and principal with class scheduling.
16. Assume responsibility for records in the counselor's possession.