



Roles and Responsibilities

Professional School Counselors

The primary responsibility of a school counselor is to ensure resources of the Guidance Program are directed to assisting students with their educational, social, personal and career development. The school counselor is primarily directed to fulfilling the roles of guidance, counseling, consultation, coordinator, assessment and professionalism through the four program components which are **Guidance Curriculum, Responsive Services, Individual Planning, and System Support**. In addition to a school counselor's responsibility the following should be completed:

- Conduct needs assessments to assist targeted areas of need on their campus.
- Create Guidance plans that cover the four components and incorporate the seven student skill goals.
- Turn in Guidance plans at the beginning of the year and update them as needed.
- Evaluate your plans at the end of the year to ensure all student needs are met.
- **Participate in planning**, implementing, and evaluating a comprehensive developmental guidance program to serve all students and to address the special needs of students
- To include students who are at- risk of dropping out of school, becoming substance abusers, participating in gang activity, or committing suicide
- **Consult with a student's parent or guardian** and make referrals as appropriate in consultation with the student's parent or guardian;
- **Consult with school staff, parents**, and other community members to help them increase the effectiveness of student education and promote student success
- **Coordinate people and resources** in the school, home, and community
- With the assistance of school staff, **interpret** standardized test results and other assessment data that help a student make educational and career plans; and assist with the **implementation of assessments**.
- **Deliver classroom guidance activities** or serve as a consultant to teachers conducting lessons based on the school's guidance curriculum.
- **Ensure all higher education goals are met** to include counseling regarding higher education

School Social Workers

School social workers provide an ecological approach to ensuring student success. Social Workers assist School Counselors as needed in providing services to students.

- They assist children and families by examining those factors in the home, school and/or community that are impacting a student's educational success and then assist in reducing those barriers to learning.
- These barriers may include but are not limited to: *truancy, pregnancy, alcohol and other drug abuse, suicide and sudden death, child abuse and neglect, school safety, violence, basic family needs, economic factors, behavioral difficulties, social competencies, divorce, mental health concerns, and learning factors such as special education needs.*
- School social workers support parents to understand their child's developmental and educational needs, to effectively advocate for their child in school, and to understand special education services.
- Assist teachers and other staff in understanding a student's cultural and familial factors and help staff to meet the desired educational outcomes of diverse learners.
- Assist teachers by providing or directing educators to appropriate resources and by insuring that they understand their role in the special education process.
- Draft and implement prevention programs and policies with administrators in an effort to address external and internal needs that impact school climate and student learning and success. Examples of these include but are not limited to: truancy and crisis intervention policies, programs that address Response to Intervention (RTI) and Positive Behavioral (Interventions and) Supports (PBIS).
- Serve as links to the home and community and coordinate community agency/school collaborations in areas such as mental health, behavioral programs, and student re-entry into school after institutional experiences/living
- Manage students by case load if needed. Students with individual counseling needs will meet with the School Counselor first.
- Social Workers should access the United Way website for resource and referral information.
- Social workers are responsible for providing resource information to campuses. (Ex: PIE Vouchers, Shoe –In, Blue Santa, Elf Louise etc.)

College Readiness and Career Counselors

College and Career Readiness Counselors will work directly with all students to provide connections and services that encourage exploration of college and career goals, as well as supports and address the student's social, emotional, physical, and cognitive needs, so that students meet graduation requirements and are prepared for college or a career pathway.

- Works closely with the student and family to ensure the student has opportunities to attend a college and/or career field of choice. .
- Uses the student's personal graduation plan to guide students through successful goal setting plans to help them meet their individual goals in college and career planning
- Provides individualized support and guidance in exploring careers and methods of funding endeavors that are college and career focused.
- Works with and supports the advisory teacher in providing appropriate methods of supporting, guiding and monitoring post-secondary exploration.
- Collects and provides student data and progress monitoring information for the assigned students for review and discussion – college and career acceptance rates, scholarship amounts, post-secondary data.
- Provides workshops on career and college information to parents
- Assists with college and career development events(College and Career Fair, guest speakers)
- Provides student individual or small group college and career coaching services
- Host parent/student events: FAFSA, scholarship process, etc.
- Plans and coordinates field trips to career and post – secondary sites
- Monitors student progress throughout the year with a final report of caseload to indicate graduates, promotions, college, and career information.