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Statement of.....

Policy and Responsibility

SUBJECT: SECONDARY COUNSELOR JOB DESCRIPTION

Primary Function

As a member of the school staff, a counselor provides comprehensive guidance services for students in Grades 7-12.

Major Job Responsibilities

1. Implement the school guidance curriculum.
2. Guide and counsel students through the development of student education occupation plans (SEOP).
3. Counsel small groups and individual students.
4. Consult with teachers, staff, and parents/guardians regarding meeting the developmental needs of students.
5. Refer students with critical needs, in consultation with their parents/guardians, to appropriate community resources.
6. Participate in and coordinate or conduct activities that contribute to the effective operation of the school.
7. Advocate for all students.
8. Plan, implement, evaluate and revise the school guidance program.
9. Demonstrate professional conduct and pursue professional growth.

Key Duties

1. **Implement the school guidance curriculum:** Conduct developmentally sequenced guidance activities in the classroom (in accordance with the competencies and indicators outlined by the Utah Comprehensive Guidance Plan) as planned in cooperation with school administrators and teachers. Facilitate the infusion of guidance activities into career and life skills courses and the regular education curricula to support the development of the SEOP.
2. **Guide and counsel students through the development of student education occupation plans (SEOP):** Provide orientation activities for students new to the school; facilitate orientation programs for parents/guardians and students that support the SEOP process and other guidance-related topics. Assist students in the transition from school to their next steps in connecting training and education

programs. Provide information and feedback in small groups and/or with individual students and their parents/guardians in the use of test results and their implication for educational and career planning; counsel all students to develop career plans through career awareness, career exploration, and career planning activities; and collaborate with school staff members who contribute to the development of the students' SEOPs.

3. **Counsel small groups and individual students:** Conduct structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students. Session topics at the school level may include self-concept, academic issues, attendance and behavior patterns, conflict resolution, family issues, child abuse, substance abuse prevention, and suicide prevention and intervention.
4. **Consult with teachers, staff, and parents/guardians regarding meeting the developmental needs of students:** Participate in group consultations with administrators, teachers, parents/guardians, and others to enhance their work with students; conduct inservice programs for faculty; conduct and facilitate conferences with teachers, students, and parents/guardians; conduct or provide opportunities for parent education programs; and assist families with school-related problems.
5. **Refer students with critical needs, in consultation with their parents/guardians, to appropriate community resources:** Consult and coordinate with in-district professionals and community agencies, such as school psychologists, nurses, administrators, community-based psychologists, service agencies, and physicians. Use an effective referral process for assisting students and others to use special programs and services.
6. **Participate in and coordinate or conduct activities that contribute to the effective operation of the school:** Interpret group test results to faculty and staff; establish effective liaison with the various instructional departments; act as an advocate for students as appropriate, in conjunction with other staff; assist other school staff in the placement of students with special needs in appropriate programs, such as gifted and special education; and participate with the administration and faculty as a team member in the implementation of the district testing program.
7. **Advocate for all students: Maintain** a current knowledge of equity and diversity issues; promote equal educational opportunities for all students; provide information to school staff on particular policies relating to all students; assist school staff members in the placement of students with special needs in appropriate programs, such as special education and gifted; and promote personalizing education for all students through the SEOP process.
8. **Plan, implement, evaluate, and revise the school guidance program: Review** the guidance program periodically with staff and administration using the program evaluation self-study, review and modify the program calendar and evaluate guidance learning activities.
9. **Demonstrate professional conduct and pursue professional growth:** Display a positive, professional attitude and follow the ethical standards outlined by the American School Counselor Association (ASCA).