



**National Blue Ribbon School**  
since 2012

## **School Guidance Counselor**

The Student Services Counselor will provide information about personal, social, emotional, or academic areas of concern. The Counselor will work with students of all levels of education from PreK to 8th grade, individually and in groups. The Student Services Counselor will evaluate and advise students through use of various methods including interviews, counseling sessions, and assessment tests. The Counselor will also work closely with school resource teachers, classroom teachers, parents, and school administrators.

### **Roles and Responsibilities:**

- His or her role is to help any student in need of academic, social, and emotional assistance. The Guidance Counselor is a student advocate.
- She/he is not a disciplinarian. The Guidance Counselor is involved in activities and services that will enhance the quality of our students' school experience.
- He or she is a part of student intervention and a Referral Service Committee member.
- The Counselor is expected to meet with classroom teachers to discuss difficulties any student(s) may have and review strategies and interventions in the classroom.
- Review current and past report cards as well as standardized test scores of any student in question.
- Set up meetings with parents and other Support Services Committee members.
- Actively involve parents or legal guardians in the development and implementation of further interventions.
- Monitor and review progress of any student referred for testing. Help determine the success of the strategies and intervention. File all necessary paperwork for testing and facilitate meetings with teachers and parents to set up, review, and evaluate accommodation checklists of students if requested by a parent or administration.
- Make teachers aware of student needs, check student progress, and monitor all students with "Accommodation Checklists."
- Complete classroom Guidance lessons for PreK through 8th grade yearly.
- Help monitor "homework help" for intermediate and middle school grade students.
- Review Iowa scores for T.I.P. program.

- Counsel individual students and small groups (such as: study habits, academic support, anxiety, self-esteem, friendships, bereavement, single parent home life, peer problems and conflicts, stress management, anger and bullying.)
- Organize and execute Career Day for middle school.
- Send out all high school applications and write letters of recommendation.
- Provide staff professional development.
- Provide and/or plan parent workshops.
- Schedule schoolwide programs.
- Complete school schedule for standardized school tests.
- Tutor.
- Member of the National Junior Honor Society Committee.