

Sample Counseling Responsibilities

Professional School Counselors

Comprehensive Counseling ♦ Attendance ♦ Team Guidance Referrals ♦ Supervision (activities) ♦ Special Education Placements (IEP) ♦ Child Abuse Reporting (assistance) ♦ New Student Enrollment ♦ Class Registration ♦ Student Study Teams ♦ Academic Plans ♦ Program Referrals

Jorge Garcia	Patty Smith	Ken Iverson	Richard Jefferson	Dorothy Mitchell	Sara Jones	Emma Rosenberg
Guidance plan review	Step-Up program	ELD Liaison	Tutoring – peer and teacher	Scholarships	Adult education	Special education assessments
Chair department meetings	Ninth-grade parent night	Parent/ community outreach	Counseling handbook	Senior awards night	ROP classes	504 accommodation plans
PTSA/ABC newsletter	Junior high liaison	Community service book and notebook	Financial aid workshop	NHS committee	Career center operations	Person-to-person Retreats
Counseling department Web page	Pre-registration conference		College test night	Counseling handbook	High school focus presentations	Conflict management
Department evaluations	Eighth-grade registration		College tours	College tours	Career shadowing	Circle of Friends
SAT prep programs	High school focus curriculum		College application workshop		Armed Services liaison	SELPA Representative
Review registration materials and course book (annual)	PSAT test supervisor				Work permits	
Review summer mailing (annual)	AVID (ninth grade)				Individual transition plans	
Budget						
Parent workshops						
A - En	Freshmen	Le - Re	Rh - Z	Eo - La	College/Career	Special Ed