



# Professional School Counselor

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Job Description



# Types of Services Provided by the PSC

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1. Consultation – Parent/teacher conferences, staff development, parent education, and as a liaison with community resources.
2. Direct Counseling Services- small group counseling and individual counseling.
3. Guidance Services- Classroom guidance and skill building groups.
4. Appraisal/Evaluation- formative and summative (ongoing, mid-year and end of year program evaluation).

# PSC Tasks & Responsibilities

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- ❖ Furnishing information concerning student's program and placement
- ❖ Being aware of students academic progress and taking appropriate action
- ❖ supervising the registrar/ guidance secretary in the maintenance and accuracy of student records at their level
- ❖ Identifying causes for disruptive behavior and counseling for behavior
- ❖ Working with students having attendance problems to identify causes and effect improvement
- ❖ Providing consultation to classroom teacher on classroom management
- ❖ Being available in the Guidance and Counseling Office before school, during lunch and after school when students/teachers are free to make appointments or have conferences. In addition, counselors should be able to frequent the cafeteria/ playground during student lunches for information, observation, and interaction

# PSC Tasks & Responsibilities Cont.

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- ❖ Being fully involved in implementing the Basic Developmental Guidance and Counseling Services Program. This program completely planned and carried out fully utilizes the counselor's skills, energies, and time
- ❖ Issuing from the Guidance and Counseling Office notices and communications that are directly concerned with Guidance and Counseling Services and activities (i.e., career/ college visitation and testing, career information, financial aid information)
- ❖ Providing classroom guidance lessons to all students, in the presence of their teacher, so that skills can be reinforced between guidance lessons
- ❖ Providing support for academic programs through the Developmental Guidance and Counseling Curriculum lessons
- ❖ Providing guidance and counseling support to students, staff, and community of another school in the event of a crisis
- ❖ Providing referral information to parents regarding nonschool mental health services as appropriate

# PSC Tasks & Responsibilities Cont.

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- ❖ Monitor Personal Education Plans
- ❖ Provide College and Career Readiness Counseling
- ❖ Section 504 Services Coordinator
- ❖ School Instructional Team Coordinator
- ❖ Career Education Program Coordinator
- ❖ Mentoring Program Coordinator