



### **Appropriate Activities for School Counselors**

- ◆ individual student academic program planning
- ◆ interpreting cognitive, aptitude and achievement tests
- ◆ counseling students who are tardy or absent
  
- ◆ counseling students who have disciplinary problems
- ◆ counseling students as to appropriate school dress
  
- ◆ collaborating with teachers to present guidance curriculum lessons
- ◆ analyzing grade-point averages in relationship to achievement
- ◆ interpreting student records
- ◆ providing teachers with suggestions for better management of study halls
- ◆ ensuring that student records are maintained as per state and federal regulations
- ◆ assisting the school principal with identifying and resolving student issues, needs and problems
- ◆ working with students to provide small- and large-group counseling services
- ◆ advocating for students at individual education plan meetings, student study teams and school attendance review boards
- ◆ disaggregated data analysis

### **Inappropriate Activities for School Counselors**

- ◆ registration and scheduling of all new students
- ◆ coordinating or administering cognitive, aptitude and achievement tests
- ◆ responsibility for signing excuses for students who are tardy or absent
- ◆ performing disciplinary actions
  
- ◆ sending students home who are not appropriately dressed
- ◆ teaching classes when teachers are absent
  
- ◆ computing grade-point averages
  
- ◆ maintaining student records
- ◆ supervising study halls
  
- ◆ clerical record keeping
  
- ◆ assisting with duties in the principal's office
  
- ◆ work with one student at a time in a therapeutic, clinical mode
- ◆ preparation of individual education plans, student study teams and school attendance review boards.
  
- ◆ data entry