

Appropriate and Inappropriate Activities for School Counselors

Appropriate Activities for School Counselors	Inappropriate Activities for School Counselors
1. advisement and appraisal for academic planning	1. building the master schedule
2. orientation, coordination and academic advising for new students	2. coordinating paperwork and data entry of all new students
3. interpreting cognitive, aptitude and achievement tests	3. coordinating cognitive, aptitude and achievement testing programs
4. providing counseling to students who are tardy or absent	4. signing excuses for students who are tardy or absent
5. providing counseling to students who have disciplinary problems	5. performing disciplinary actions or assigning discipline consequences
6. providing short-term individual and small-group counseling services to students	6. providing long-term counseling in schools to address psychological disorders
7. consulting with teachers to schedule and present school counseling curriculum lessons based on developmental needs and needs identified through data	7. covering classes when teachers are absent or to create teacher planning time
8. interpreting student records	8. maintaining student records
9. analyzing grade-point averages in relationship to achievement	9. computing grade-point averages
10. consulting with teachers about building classroom connections, effective classroom management and the role of noncognitive factors in student success	10. supervising classrooms or common areas
11. protecting student records and information per state and federal regulations	11. keeping clerical records
12. consulting with the school principal to identify and resolve student issues, needs and problems	12. assisting with duties in the principal's office
13. advocating for students at individual education plan meetings and 504 meetings, student study teams and school attendance review boards, as necessary	13. coordinating schoolwide individual education plans, 504 plans, student study teams, response to intervention plans, MTSS and school attendance review boards
14. analyzing disaggregated schoolwide and school counseling program data	14. serving as a data entry clerk