Appropriate and Inappropriate Activities for School Counselors

Appropriate Activities for School Counselors	Inappropriate Activities for School Counselors
Appraisal & advisement for academic planning	Building the master schedule
Academic advising for new students	Coordinating paperwork and data entry of all new students
Presenting school counseling lessons based on the ASCA Student Standards to address students' developmental needs and needs identified through data	Covering classes when teachers are absent or to create teacher planning time
Consulting with teachers about building classroom connections, effective classroom management and the role of the ASCA Student Standards in student success	Supervising classrooms, common areas, in-school suspension or time-out rooms
Interpreting cognitive, aptitude and achievement tests	Coordinating school/district cognitive, aptitude and achievement testing programs
Analyzing schoolwide and school counseling program data	Serving as a data entry clerk
Analyzing GPAs in relationship to achievement	Computing GPAs
Interpreting student records	Maintaining student records
Protecting student records and information per state and federal regulations	Keeping/filing clerical records
Providing short-term individual and small-group counseling services to students	Providing long-term counseling in schools
Providing counseling to students who are frequently tardy or absent	Signing excuses for students who are tardy or absent
Providing counseling to students who have disciplinary problems	Disciplining students or assigning discipline consequences
Consulting with the school principal to identify and resolve student issues, needs and problems	Assisting with duties in the principal's office
Advocating for students at individual education plan and 504 meetings, student study teams and school attendance review boards, as necessary	Coordinating schoolwide individual education plans, 504 plans, student study teams, response to intervention plans, MTSS and school attendance review boards

AMERICAN SCHOOL COUNSELOR ASSOCIATION