

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
GUIDANCE COUNSELOR

1. PLANNING / PREPARATION

- _____ 1. Develop guidance programs based on developmental needs of students, needs assessments and school and District priorities.
- _____ 2. Establish short- and long-range plans based on student needs, as well as school, District and state priorities.
- _____ 3. Communicate goals and services of the counseling programs to school administration, staff, students and parents.
- _____ 4. Establish priorities and an implementation schedule for counseling and student service programs.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 5. Review, evaluate and select a variety of materials to support a well-balanced counseling program.
- _____ 6. Implement, coordinate and monitor school-wide counseling services and activities.
- _____ 7. Establish an environment for an effective counseling program.
- _____ 8. Establish and follow procedures for appropriate intervention in accordance with school, District and state laws, rules and policies.
- _____ 9. Maintain student records according to established guidelines.
- _____ 10. Participate in school-wide events, committees and supervisory responsibilities to assure student safety.
- _____ 11. Use technology resources effectively.

3. ASSESSMENT / EVALUATION

- _____ 12. Demonstrate knowledge of theories, techniques and instruments used for assessments.
- _____ 13. Coordinate testing program, interpret scores and communicate results.
- _____ 14. Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- _____ 15. Exercise confidentiality in the sharing of results.
- _____ 16. Use relevant assessment data to make recommendations to students, parents, teachers and other professionals.
- _____ 17. Evaluate counseling program objectives, including using feedback from students, parents and staff.

4. INTERVENTION / DIRECT SERVICES

- _____ 18. Provide personal / social growth counseling including individual and group concerning academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution, goal setting and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- _____ 19. Recognize, appreciate and serve the cultural differences and special needs of individuals and families.
- _____ 20. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting action.
- _____ 21. Orient new students and their parents and assist students moving from grade to grade or school to school.
- _____ 22. Provide interventions for at-risk students and those with special learning and behavioral needs.
- _____ 23. Implement programs for career awareness and, at secondary level, comprehensive educational / career plans that target high school completion, post-secondary opportunities, scholarships and financial aid information.

GUIDANCE COUNSELOR (Continued)**5. COLLABORATION**

- _____ 24. Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- _____ 25. Work effectively with parents.
- _____ 26. Serve as advocate for students.
- _____ 27. Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health and community services.
- _____ 28. Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional and economic.

6. STAFF DEVELOPMENT

- _____ 29. Provide information to and / or inservice teachers, administrators and other school staff.
- _____ 30. Keep abreast of current trends in counseling and guidance.
- _____ 31. Participate in meetings, training sessions and other activities for improvement of professional knowledge and skills.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 32. Model and maintain high professional and ethical standards.
- _____ 33. Identify student / school issues and facilitate and follow established procedures.
- _____ 34. Use positive interpersonal skills to encourage cooperative efforts between staff, students, families and the community.
- _____ 35. Prepare all required reports and maintain all appropriate records.
- _____ 36. Ensure that reports are filed timely and accurately.
- _____ 37. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 38. Review student records and indicators: portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the District guidelines to evaluate student needs and plan program.
- _____ 39. Collaborate with staff to ensure that student growth / achievement is continuous and appropriate for age group and / or subject program classification.
- _____ 40. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 41. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 42. The accurate and timely filing of all school reports
- _____ 43. The completion of required professional development services.

GUIDANCE COUNSELOR (Continued)

- _____ 44 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 45. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)