

## **SCHOOL COUNSELLOR**

### **Preamble**

The School Counsellor assists the school administration and teachers in caring for the social-emotional, behavioural, educational and career development needs of all students.

### **Responsibilities and Duties**

1. To work in collaboration and cooperation with parents/guardians, classroom teachers, resource teachers, clinicians, school administration, outside agencies, and the Student Services Coordinator.
2. To plan and collaborate with staff for the implementation and instruction of guidance curriculum.
3. To develop and implement effective school-based prevention activities based on the needs of the school.
4. To facilitate new student integration into the school environment, and students' successful transition from one level of education to the next.
5. To assist students in personalizing their school experience (course selection, school involvement).
6. To advocate for students in areas such as discipline, educational difficulties, and emotional/social needs and to act as a mediator between student and the school community.
7. To provide effective and timely direct services to students with:
  - a. high risk factors for and low resiliency to social, personal, or educational difficulties,
  - b. symptoms that may affect attendance and success at school,
  - c. individual education plans, and
  - d. career counselling, crisis counseling, or conflict resolution needs.
8. To continue to improve one's own skills through professional development.
9. To recognize one's own boundaries of competence and provide only those services and use only those techniques for which one is qualified by training or experience. School counselors shall make appropriate referrals when their professional assistance cannot adequately meet students' needs.
10. To maintain guidance records as required by provincial and divisional policy.
11. To assume other duties as assigned by the school administrator or Student Services Coordinator.