

TITLE: Counselor Duties

PURPOSE AND BACKGROUND: To outline responsibilities of counselors

APPLICABILITY: All District Counselors

MONITORING RESPONSIBILITY: Site Administrator

OUTLINE OF PROCEDURE:

Depending upon the grade levels served, counseling duties may include guiding and counseling students; managing individual and group counseling activities associated with student behavioral and academic needs; monitoring student academic and social progress; assisting with crisis management; assisting with the creation of the master schedule and scheduling of students; conducting student intake/enrollment; and participation in IEP, 504 and parent conferences, as appropriate. Specific duties and responsibilities within individual schools shall be assigned by the Site Administrators provided these do not conflict with the general responsibilities and duties outlined in Nevada Revised Statutes.

Secondary counselors will meet with each student on his/her caseload every semester to guide them regarding academic progress and decision-making. Counselors shall keep records of the numbers of students they meet with in individual and group counseling sessions.

Counselors and administrators will partner to assure testing compliance and to assure that adequate time is allocated for testing; however, counselors will not be assigned Test Coordinator duties.

Administrators must ensure that counselors are provided sufficient time in each school year to carry out their counseling duties, including assisting pupils with academic planning (see Policy 5601).

References: NRS 388.205 & 391.274

Revisions:

Effective Date:

NEPN/NSBA

Classification: