

492 COUNSELLOR

Role Description

School counsellors provide a continuum of preventative, developmental, remedial, and intervention services and programs and facilitate referral to community resources. The school counsellor's role includes counselling, school-based consultation, coordination and education. The school counsellor does not discipline, but rather helps in the development of effective behavioural change. Priorities for counselling vary between elementary and secondary schools and reflect the needs of each school, the school district and community.

School counselling duties include:

1. Individual, group and/or class work to provide both an intervention and a prevention service;
2. Promoting personal and social development appropriate to developmental stage;
3. Counselling students and/or their families to foster growth;
4. Ameliorating factors at school which may precipitate problems for students;
5. Enhancing student success through goal setting, assisting with the development of Portfolios, IPPs and activities such as promotion of effective work and study habits, in collaboration with the Learning Support Teacher;
6. Providing appropriate interventions to assist students with their school-related concerns and social emotional well being;
7. Collaborating with parents, teaching staff, community agencies, Elders and the medical community;
8. Participating on various committees focused on community, division and school initiatives;
9. Crisis intervention for individuals, families, and the school community;

10. Working collaboratively with psychologists, teachers, health therapists, medical agencies, and other outside agencies to coordinate the delivery of required assessments and programming to support students within the school;
11. Researching and remaining current with best practices within the area of counselling and social/emotional learning;
12. Collaborating in the process for Functional Behavioural Assessments for students;
13. Collaborating with administration on transition planning;
14. Being a member of the school's learning support team;
15. Supporting and/or leading school based health and well-being initiatives;
16. Keeping student records as per CRPS Counselling Protocols;
17. Other duties as assigned by the school or senior administration;

Teacher-counsellor duties also include:

1. Facilitating the goals of career education by assisting students and their families to explore and clarify the student's career options, through developmental activities that stress decision-making, personal planning and career awareness
2. Liaising with post secondary institutions and providing decision making support to students and families
3. Ensuring student records in PASI are accurate and advising students, parents and administration on student graduation pathways
4. Teaching duties as assigned by the administration
5. Advising students on post secondary options and applications
6. Collaborating with students to ensure they meet requirements for graduation and post secondary
7. Coordinating scholarship applications
8. Conducting evaluations for out of province or out of country education documents as per the Guide to Education: ECS to Grade 12

9. Supporting students in the creation of their timetable to set them up for success

References

History

Developed: May 2020