

Appendix G

Standards and Criteria for Developing Professional School Counselor Job Descriptions

This appendix provides the standards and criteria for developing meaningful job descriptions at the local level. The standards and criteria are taken from the “Guidelines for Performance Based School Counselor Evaluation.” It identifies the standards and criteria on which a job description may be developed. Readers are encouraged to refer to this document, especially pages 32-36 for more detailed information on the descriptors for the standards and criteria. The Guidelines may be accessed from the DESE website at:

<http://www.dese.mo.gov/divteachqual/profdev/Counselorscorrected2.pdf>.

Following the standards and criteria are sample job descriptions for school counselors and district coordinators.



Standard 1: The school counselor implements the Guidance and Counseling Curriculum Component through the effective use of instructional skills and planning.

Criterion 1: The school counselor teaches guidance and counseling units effectively.

Criterion 2: The school counselor encourages staff involvement to ensure the effective implementation of the guidance and counseling curriculum.

Standard 2: The school counselor implements the Individual Student Planning Component by guiding individual and groups of students and their parents through the development, implementation and annual review of Personal Plans of Study.

Criterion 3: The school counselor, in collaboration with parents, helps students establish goals and develop and use planning skills.

Criterion 4: The school counselor utilizes a variety of assessment data and provides accurate and appropriate interpretation of the data that assist students in the development of appropriate educational and career plans.

Standard 3: The school counselor implements the Responsive Services Component through the effective use of individual and small group counseling, consultation, and referral skills.

Criterion 5: The school counselor counsels individual students and small groups of students with identified needs/concerns.

Criterion 6: The school counselor consults effectively with parents, teachers, administrators and other relevant individuals.

Criterion 7: The school counselor implements an effective referral process in collaboration with parents, administrators, teachers, and other school personnel.

Standard 4: The school counselor implements the System Support Component through effective guidance and counseling program management and support for other educational programs.

Criterion 8: The school counselor implements and evaluates a comprehensive and balanced guidance and counseling program in collaboration with school staff.

Criterion 9: The school counselor provides support for other school programs.

Standard 5: The school counselor uses professional communication and interaction with the school community.

Criterion 10: The school counselor demonstrates positive interpersonal relations with students.

Criterion 11: The school counselor demonstrates positive interpersonal relations with educational staff.



Criterion 12: The school counselor demonstrates positive interpersonal relations with parents/patrons.

Standard 6: The school counselor fulfills professional responsibilities.

Criterion 13: The school counselor demonstrates a commitment to ongoing professional growth.

Criterion 14: The school counselor possesses professional and responsible work habits.

Criterion 15: The school counselor follows the profession's ethical and legal standards and guidelines, as well as promotes cultural diversity and inclusivity in school policy and interpersonal relationships.



Sample Professional School Counselor Job Description (adapted from Columbia Public Schools)

Primary Functions

As a member of the Guidance and Counseling Department, the counselor is to provide and implement a comprehensive guidance and counseling program for students. The counselor provides activities to meet the needs of the students; consults with teachers, staff, and parents to enhance their effectiveness in helping students; provides support to other educational programs; and implements an evaluation system to determine impact of the guidance and counseling program on relevant student outcomes.

Major Job Responsibilities for Building School Counselors

1. Implements the guidance and counseling curriculum.
2. Guides and counsels groups and individual students through the development of educational plans and career exploration.
3. Counsels small groups and individual students with problems.
4. Consults with teachers, staff, and parents regarding meeting the developmental needs of students.
5. Meets with parents to discuss possible options for referrals of students with severe problems to appropriate community agencies.
6. Coordinates, conducts, or participates in activities which contribute to the effective operation of the school.
7. Evaluates and revises the guidance and counseling program.
8. Pursues professional growth.

Key Duties

1. Implements the guidance and counseling curriculum: Conducts guidance and counseling learning activities in the classroom as planned in conjunction with school administration and teachers; consults with and/or is a resource person for teachers to incorporate guidance and counseling learning activities into the regular education curricula.
2. Guides and counsels groups and individual students through the development of educational plans and career exploration: Provides orientation activities for students new to the school; participates in orientation programs for parents and students; assists students in grade level transitions and into post-secondary opportunities (high school guidance and counseling program); informs students and their parents of test results and their implications for educational planning; provides resource and information to assist in career awareness and career exploration activities; assists students with the development, implementation, and revision (as needed) of Personal Plans of Study (middle-school and high school guidance and counseling program)
3. Counsels small groups and individual students with problems: Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students. Session topics at the elementary level may include enhancing self awareness and identity, and addressing problems in the areas of: academic motivation and achievement, behavior, socialization skills, family issues, substance abuse, and child abuse (emotional, physical, and sexual).



Sample Job Description for District Guidance and Counseling Coordinator

(Adapted From Columbia Public Schools)

The District Guidance and Counseling Coordinator is responsible to the Superintendent of Schools and his/her designee.

Duties of the Coordinator:

1. Assumes primary responsibility for developing, implementing and evaluating a district-wide comprehensive guidance and counseling program that promotes the academic, personal/social and career development of all students.
2. Keeps continually informed regarding research in effective practices regarding comprehensive guidance and counseling programs.
3. Prepares informative reports and instructional materials for counselors, teachers, and other professionals who use test results and other data in performing their own duties.
4. Assists building administrators in the supervision and evaluation of guidance and counseling personnel.
5. Collaborates with other programs and departments as necessary to fully implement the comprehensive guidance and counseling program and to support other programs and initiative in the district as they relate to the academic, personal/social, and career development of students.
6. Works with schools to develop and implement effective referral processes to outside agencies.
7. Conducts a continuing study of dropouts and graduates.
8. Assists in collection of data for state and research reports on enrollment, average daily attendance, and other relevant student outcomes.
9. Attends district data processing committee meetings and assists in the design and development of data processing systems for student records and reports.
10. Chairs District Guidance and Counseling Advisory Committee and sits on departmental committees.
11. Serves as consultant to curriculum development committees.
12. Serves as district liaison to post-secondary institutions.
13. Assists local schools in effective implementation of school-wide comprehensive guidance and counseling programs.
14. Informs counselors of key district communications regarding student programs and issues as they relate to the comprehensive guidance and counseling program.
15. Confers with central office on key guidance and counseling and student issues.
16. Prepares and administers the guidance and counseling program budget.
17. Presents an annual report to the Board of Education on the district's comprehensive guidance and counseling program.
18. Performs other duties as delegated by the superintendent of schools or his/her designee.