

## Recommended and not recommended School Counseling Program Activities

A school counseling program recommends counselors spend most of their time in direct service to students. Therefore, school counselors' duties are focused on the overall delivery of the total program through guidance curriculum, individual student planning and responsive services. A small amount of their time is devoted to indirect services called system support. Prevention education is best accomplished by implementing a school guidance curriculum in the classroom and by coordinating educational program presentations such as conflict resolution and tolerance/positive community programs at school sites. Eliminate or reassign certain inappropriate program tasks, if possible, so school counselors can focus on the prevention needs of their programs. Figure 5.2 represents a comparison between the two similar types of activities and serves as a helpful teaching tool when explaining the school counseling program activities. For example, when considering discipline, counseling students who have discipline problems is the role of the school counselor while performing the disciplinary action itself is the role of the administrator.

**Figure 5.2**

Recommended Activities for School Counselors	Not Recommended Activities for School Counselors
Individual student academic program planning	Registration and scheduling of all new students
Interpreting cognitive, aptitude and achievement tests	Coordinating or administering cognitive, aptitude and achievement tests
Counseling students who are tardy or absent	Responsibility for signing excuses for students who are tardy or absent
Counseling students with disciplinary problems for follow up	Performing disciplinary actions (see after discipline)
Counseling students as to appropriate school dress	Sending students home who are not appropriately dressed
Collaborating with teachers to present guidance lessons	Teaching classes when teachers are absent



Analyzing grade-point averages in relationship to achievement	Computing grade-point averages
Interpreting student records	Maintaining student records
Providing teachers with suggestions for better management of study halls	Supervising study halls
Ensuring that student records are maintained as per school regulations	Clerical record-keeping
Assisting the school principal with identifying and resolving student issues, needs and problems	Assisting with duties in the principal's office
Working with students to provide individual, small- and large- group counseling services	Work with one student at a time in a long term therapeutic, clinical mode
Advocating for students at individual education plan meetings, student study teams and school attendance review boards	Preparation of individual education plans, student study teams and school attendance review boards
Disaggregated data analysis	Data entry

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