

# Appropriate and Inappropriate Activities for School Counselors

Appropriate Activities for School Counselors	Inappropriate Activities for School Counselors
<ul style="list-style-type: none"> <li>■ advisement and appraisal for academic planning</li> </ul>	<ul style="list-style-type: none"> <li>■ building the master schedule</li> </ul>
<ul style="list-style-type: none"> <li>■ orientation, coordination and academic advising for new students</li> </ul>	<ul style="list-style-type: none"> <li>■ coordinating paperwork and data entry of all new students</li> </ul>
<ul style="list-style-type: none"> <li>■ interpreting cognitive, aptitude and achievement tests</li> </ul>	<ul style="list-style-type: none"> <li>■ coordinating cognitive, aptitude and achievement testing programs</li> </ul>
<ul style="list-style-type: none"> <li>■ providing counseling to students who are tardy or absent</li> </ul>	<ul style="list-style-type: none"> <li>■ signing excuses for students who are tardy or absent</li> </ul>
<ul style="list-style-type: none"> <li>■ providing counseling to students who have disciplinary problems</li> </ul>	<ul style="list-style-type: none"> <li>■ performing disciplinary actions or assigning discipline consequences</li> </ul>
<ul style="list-style-type: none"> <li>■ providing short-term individual and small-group counseling services to students</li> </ul>	<ul style="list-style-type: none"> <li>■ providing long-term counseling in schools to address psychological disorders</li> </ul>
<ul style="list-style-type: none"> <li>■ consulting with teachers to schedule and present school counseling curriculum lessons based on developmental needs and needs identified through data</li> </ul>	<ul style="list-style-type: none"> <li>■ covering classes when teachers are absent or to create teacher planning time</li> </ul>
<ul style="list-style-type: none"> <li>■ interpreting student records</li> </ul>	<ul style="list-style-type: none"> <li>■ maintaining student records</li> </ul>
<ul style="list-style-type: none"> <li>■ analyzing grade-point averages in relationship to achievement</li> </ul>	<ul style="list-style-type: none"> <li>■ computing grade-point averages</li> </ul>
<ul style="list-style-type: none"> <li>■ consulting with teachers about building classroom connections, effective classroom management and the role of noncognitive factors in student success</li> </ul>	<ul style="list-style-type: none"> <li>■ supervising classrooms or common areas</li> </ul>
<ul style="list-style-type: none"> <li>■ protecting student records and information per state and federal regulations</li> </ul>	<ul style="list-style-type: none"> <li>■ keeping clerical records</li> </ul>
<ul style="list-style-type: none"> <li>■ consulting with the school principal to identify and resolve student issues, needs and problems</li> </ul>	<ul style="list-style-type: none"> <li>■ assisting with duties in the principal's office</li> </ul>
<ul style="list-style-type: none"> <li>■ advocating for students at individual education plan meetings and 504 meetings, student study teams and school attendance review boards, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>■ coordinating schoolwide individual education plans, 504 plans, student study teams, response to intervention plans, MTSS and school attendance review boards</li> </ul>
<ul style="list-style-type: none"> <li>■ analyzing disaggregated schoolwide and school counseling program data</li> </ul>	<ul style="list-style-type: none"> <li>■ serving as a data entry clerk</li> </ul>