

Appropriate and Inappropriate Activities for School Counselors

Appropriate Activities for School Counselors	Inappropriate Activities for School Counselors
n advisement and appraisal for academic planning	n building the master schedule
n orientation, coordination and academic advising for new students	n coordinating paperwork and data entry of all new students
n interpreting cognitive, aptitude and achievement tests	n coordinating cognitive, aptitude and achievement testing programs
n providing counseling to students who are tardy or absent	n signing excuses for students who are tardy or absent
n providing counseling to students who have disciplinary problems	n performing disciplinary actions or assigning discipline consequences
n providing short-term individual and small-group counseling services to students	n providing long-term counseling in schools to address psychological disorders
n consulting with teachers to schedule and present school counseling curriculum lessons based on developmental needs and needs identified through data	n covering classes when teachers are absent or to create teacher planning time
n interpreting student records	n maintaining student records
n analyzing grade-point averages in relationship to achievement	n computing grade-point averages
n consulting with teachers about building classroom connections, effective classroom management and the role of noncognitive factors in student success	n supervising classrooms or common areas
n protecting student records and information per state and federal regulations	n keeping clerical records
n consulting with the school principal to identify and resolve student issues, needs and	