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### **Guidance and Counseling**

What a professional school counselor is:

- An educator with a minimum of a Master's degree in school counseling.
- Hired in preschool, elementary, middle, and high school level (district supervisory & counselor ed. Positions)
- The ASCA recommends a counselor-to-student ratio of 1 to 250.
- Abides by ethical & professional standards of ASCA.
- Addresses academic, personal, social, and career development needs through designing, implementing, evaluating & enhancing a comprehensive school counseling program.
- School counselors use the basic skills of counseling, consulting, coordinating and appraising

## Historical vs. Comprehensive, Developmental Guidance and Counseling Program

<b>Historical</b>	<b>Developmental</b>
<ul style="list-style-type: none"> <li>-Reactive</li> <li>-Crisis counseling only</li> <li>-Individual guidance &amp; counseling only</li> <li>-Uneven service to students</li> <li>-Emphasis on services</li> <li>-Information dissemination (scattered)</li> <li>-Clerical/administrative task oriented</li> <li>-Unstructured program</li> <li>-Immeasurable</li> <li>-Counselors only</li> </ul>	<ul style="list-style-type: none"> <li>-Planned, based on priorities</li> <li>-Preventative &amp; crisis counseling</li> <li>-Group guidance &amp; counseling</li> <li>-Consistent service to all students</li> <li>-Emphasis on program</li> <li>-Developmental curriculum (scaffold)</li> <li>-Student goal attainment oriented</li> <li>-Designed program</li> <li>-Evaluated &amp; improved, based on evaluation results</li> <li>-Counselors + all school staff</li> </ul>

# **Four Components of a Comprehensive, Developmental School Guidance and Counseling and Role of Counselor**

## **I. Responsive Services**

Address the immediate concerns of students.

### **Purpose:**

Prevention, Intervention and referral as needed

### **Areas Addressed:**

- Academic concerns
- School-related concerns
- tardiness
- absences& truancy
- misbehavior
- school-avoidance
- Physical/sexual/emotional abuse
- Grief/loss
- Substance abuse
- Family issues
- Harassment issues
- Coping with stress
- Suicide prevention

### **Counselor Responsibilities:**

**Counseling:** Counsel with students individually about their concerns using accepted theories and techniques appropriate to school counseling.

**Consultation:** Conference with parents, faculty, administrators, and other relevant individuals to improve student achievement.

**Coordination:** Coordinate and partner with school and community personnel to bring together resources for students and families.

**Referral:** Use an effective referral process to help students; families, and others use special programs and services.

**Small Groups:** Conduct structured, goal oriented groups to meet students' needs for learning.

Counselor adheres to professional standards.

## **II. System Support**

Includes program, staff, and school support activities and services. The purpose is to provide, support and lead in program delivery.

### **Purpose:**

Program Delivery and Support

### **Areas Addressed:**

- Guidance program development
- Parent education
- Teacher/administrator
- consultation
- Staff development for educators
- School improvement planning
- Counselor's professional development
- Research and publishing
- Community outreach
- Public Relations

### **Counselor Responsibilities:**

**Program Leadership:** Plan, implement, and evaluate annually the building guidance program.

**Consultation:** Coordinate, conduct, or participate in school improvement initiatives. Partnership with resources to improve school achievement.

**Leadership Participation:** Program assessment, school improvement, and staff development.

Counselor adheres to professional standards.

### **III. Guidance Curriculum**

Provides guidance content in a systematic way to all students.

#### **Purpose:**

Raising awareness, skill development, and application of the skills needed in everyday life.

#### **Areas Addressed:**

- Self-confidence development
- Motivation to achieve
- Decision-making, Goal setting, Planning and Problem-solving skills
- Interpersonal effectiveness (including social skills)
- Communication Skills
- Cross-cultural effectiveness
- Responsible Behavior

#### **Counselor Responsibilities:**

Structure: Facilitate the development of a guidance curriculum.

Classroom: Assist or team with staff members in teaching activities related to personal/social development, academic development and career development.

Counselor adheres to professional standards.

## **IV. Individual Planning**

**Assists students in monitoring and understanding their own development.**

### **Purpose:**

Student Planning and Goal Setting

### **Areas Addressed:**

#### EDUCATIONAL

- Acquisition of student skills
- Awareness of educational opportunities
- Appropriate course selection
- Lifelong learning
- Utilization of test scores

#### CAREER

- Knowledge of potential career opportunities
- Knowledge of career and technical training
- Knowledge of positive work habits

#### PERSONAL-SOCIAL

- Development of healthy self-concepts
- Development of adaptive and adjustive social behavior

### **Counselor Responsibilities:**

Guidance Conferences: Guide individuals and groups of students through the development of educational, career and personal plans; this includes post-secondary planning.

Coordination/Consultation: Coordinate parent participation in the student individual planning.

Monitor: Assist students in the implementation of plans and next step planning. Coordinate parent/family participation in reviewing plans.

Assessment: Interpret tests and other appraisal results appropriately.

Counselor adheres to professional standards.

## **Role of a School counselor (ASCA National model)**

- Foundation
- Management
- Delivery
- Accountability

### **Foundation**

- \* Creates a comprehensive school guidance and counseling program that meets students developmental needs.
- \* Creates a vision & mission that define the intended students' desired outcomes.
- \* Promotes research to demonstrate school counseling efficacy.
- \* Increases public awareness of the school counseling profession.
- \* Promotes standards and best practices in school counseling programs.
- \* Develops educational material and professional development opportunities for the advancement of school counseling.
- \* Supports publications emphasizing excellence in school counseling.

### **Management**

- \* School counselor manages organizational assessments to ensure that students personal and academic outcomes are met.
- \* Use-of-time assessment to determine the amount of time spent towards the recommended 80 percent or more of the school counselor's time to direct and indirect services with students.



- \* Annual agreements with administration at the beginning of the school year to address how the school counselling program is organized and what goals will be accomplished.
- \* Advisory councils, made up of administrators, teachers, students, parents and community members to review and make recommendations about the counseling program's activities and results.
- \* Use of various assessment tools to measure the results of the program and promote systematic change within the school system.
- \* Creating action plans for prevention and intervention services and activities.

## **Delivery**

- \* Delivers services to students, school staff, parents and the community.
- \* Student services include structured lessons designed to target developmental and desired competencies. (Comprehensive Developmental School Guidance Curriculum).

## **Direct**

- School Counseling Core Curriculum: Structured developmental lessons in K-12 classes
- Responsive services: preventative and /or intervention activities meeting students' immediate and future needs (individual or small group counseling, & crisis intervention)
- Individual student planning: school counselors coordinate ongoing systemic activities designed to help students establish personal goals and develop future plans. (community service/extra-curricular activities, activities that develop student's social awareness)

## **Indirect**

- Referral, for additional assistance
- Consultation and collaboration with parents, teachers and community organization

## **Accountability**

### **Effectiveness of school counseling program**

- \* School counselors audit & analyze school and school counseling program data to determine how students change due to school counseling program.
- \* Use data to:
  - show impact of counseling program in student achievement, attendance and behavior
  - Analyze school counseling program assessments to guide future action & improve future results of students.
- \* Performance of school counselor is evaluated based on basic standards of practice.

### **School counselor's role**

- \* Help children build self-esteem.
- \* Help students make the transition to different grade levels.
- \* Help support teachers and parents aid the student in developmental goals.
- \* Help get parents involved in their children's education.
- \* Work with teachers to provide guidance.
- \* Help students explore career options.
- \* Help students prepare for college entrance exams and other college preparatory activities.

- \* Provide individual counseling on personal/social, academics and career.
- \* Help students begin focusing on decision making skills, career development, social accomplishments and problem solving skills.

### **Appropriate activities of a school counselor**

- Individual student academic program planning
- Interpreting cognitive, aptitude and all new students achievement tests.
- Providing counseling to students, who are tardy or absent, achievement testing programs.
- Providing counseling to students who have disciplinary problems.
- Providing counseling to students regarding appropriate school dress
- Collaborating with teachers to present school counseling core curriculum lessons.
- Analyzing grade-point averages in relationship to achievement.
- Interpreting student records.
- Providing teachers with suggestions for effective classroom management.
- Ensuring that student records are maintained as per state and federal regulations office.
- Helping the school principal identify and resolve student issues, needs and problems.

- Providing individual and small-group counseling services to students.
- Advocating for students at individual education plans meetings, student study teams and school attendance review boards.
- Analyzing disaggregated data.

### **Inappropriate activities of a school counselor**

- Coordinating paperwork and data entry of all new students
- Coordinating cognitive, aptitude and achievement testing programs.
- Signing excuses for students who are tardy or absent.
- Performing disciplinary actions or assigning discipline consequences.
- Sending students home who are not appropriately dressed
- Teaching classes when teachers are absent.
- Computing grade-point averages.
- Maintaining student records.
- Supervising classrooms or common areas.
- Keeping clerical records.
- Assisting with duties in the principal's office.
- Providing therapy or long-term counseling in schools to address psychological disorders.
- Coordinating school- wide individual education plans meetings, student study teams and school attendance review boards.
- Serving as a data entry clerk

## A Counselor...

- \* Visits my classroom to help me understand myself and others.
- \* Works with small groups on study habits, self-concept, divance, conflat resolution, and improvinf academic permarmance.
- \* Meets with new students to help them adjust to our school.
- \* Explains test scores to parents and teachers.
- \* Talks with parents and teachers.

## When I....



- \* Have good news to share.
- \* Have trouble with my friends.
- \* Have trouble with my school work.
- \* Have problems with my brothers and sisters.



## How do I see a Counselor?

- \* My teacher can ask the counselor to see me.
- \* My parents can ask the counselor to see me.
- \* T can stop by the office to see her
- \* I can ask my teacher if I can go to her office.

