

2-03-600. **K-12 Guidance Counselor.**

- A. The primary function of the K-12 guidance counselor is to help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
- B. The K-12 guidance counselor is responsible to the building principal(s).
- C. The K-12 guidance counselor supervises the K-12 counseling program of the district.
- D. The qualifications of this position include a valid Montana Teaching Certificate; Montana endorsement in K-12 Guidance Counseling; successful experience as a guidance counselor; and such alternatives to the above qualifications as the board of trustees may find appropriate and acceptable.
- E. The performance responsibilities of the K-12 guidance counselor include:
 - 1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
 - 2. Aid students in course and subject selection.
 - 3. Maintain student records and protect their confidentiality.
 - 4. Work to resolve students' educational handicaps.
 - 5. Work to discover and develop special abilities of students.
 - 6. Work to prevent students from dropping out of school.
 - 7. Provide student information to colleges and potential employers according to provisions of the board of trustees policy on student records.
 - 8. Make recommendations to colleges for admissions and scholarships.
 - 9. Guide students in their participation in school and community activities.
 - 10. Obtain and disseminate occupational information to students and to classes studying occupations.
 - 11. Help students evaluate career interests and choices.
 - 12. Work with students on an individual basis in the solution of personal problems related to home and family relations, health, and emotional adjustment as these problems affect their school work.
 - 13. Confer with parents whenever necessary.
 - 14. Interpret the guidance program to the community.
 - 15. Assist the students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
 - 16. Work with teachers and other staff members to familiarize them with the general range of services offered by the guidance counselor, and to improve the educational prospects of individual students being counseled.
 - 17. Provide counseling that is non-discriminatory, stereotyped, or biased.

2-03-600. **K-12 Guidance Counselor.** (page 2)

Adopted:

Revised: February 26, 1985

May 16, 2000