

## **APPENDIX F. - COUNSELOR GUARANTEED SERVICES**

This section is superseded by MOU in effect

### **A. Appointment, Term, and Remuneration:**

The counselor shall be appointed upon the nomination of the Principal, with the recommendation of the Superintendent and by action of the Board of Trustees and shall be subject to the transfer and reassignment provision of the contract. Remuneration shall be by placement on the teachers' salary schedule.

### **B. Responsibilities:**

The counselor has specialized training in counseling and human behavior, whose main focus is on the optimum development and learning efficiency of the individual student. He/she is professionally prepared to assist and support teachers in their primary role of aiding individuals to learn efficiently and effectively. The orientation of the counseling program should emphasize the developmental/preventative approach. The counselor is delegated leadership responsibility for the student personnel services within an individual school.

### **C. Exception To Job Description:**

Assumption of some duties by other counselors, so some counselors may maintain A.D.A.P.T. and other school climate programs. (This is voluntary and should be handled at each individual school.)

### **D. COUNSELOR GUARANTEED SERVICES (AR 6164.2):**

The District guarantees the following services by the Guidance Department:

#### **1. Seventh and Eighth Grades:**

- a. Orientation to Middle School curriculum and requirements.
- b. Registration, placement, and program adjustment.
- c. Test interpretation to parents, teachers, and students.
- d. Teacher conferences on student academic progress and placement, when possible.
- e. Parents and students will be kept informed of student progress toward promotion.
- f. Personal counseling as initiated by counselor.
- g. Parent and/or student conferences, when possible
- h. Handling referrals which are counseling in nature and which are in compliance with the "*Student Behavioral Manual*".

2. **Ninth Grade:**

- a. Crisis intervention, personal counseling and referrals, when possible.
- b. Interviews for each student, when possible.
- c. Registration, scheduling, and program adjustment.
- d. Interpretation of proficiency and achievement test.
- e. Parents can request special grade checks on students.

3. **Tenth Grade:**

- a. All services provided at the ninth grade.
- b. Students will be oriented to the offerings of the R.O.P. and other career choices for tenth grade year only.

4. **Eleventh Grade:**

- a. All services provided at the ninth and tenth grades.
- b. By the end of the eleventh grade, parents and students will be informed on student's progress toward graduation.
- c. Pre-college students will be given planning and financial information, opportunities to meet with college representatives, and informed of pre-college testing-- S.A.T., A.C.T., etc.
- d. R.O.P. and other career choices will be explained as needed.

5. **Twelfth Grade:**

- a. All services provided at the ninth, tenth and eleventh grades.
- b. If a student is in danger of not graduating, parents and students will receive a graduation status report at the beginning and at the end of the seventh semester
- c. Students will be given assistance with applications (such as job, scholarship, college, financial aid).