

160-4-8-.05 GUIDANCE COUNSELORS.

(1) DEFINITIONS.

(a) **Counseling** – a process where some students receive assistance from professionals who assist them to overcome emotional and social problems or concerns which may interfere with learning.

(b) **Guidance** – a process of regular assistance that all students receive from parents, teachers, school counselors, and others to assist them in making appropriate educational and career choices.

(c) **School counseling and guidance services** – guidance, program planning, implementation and evaluation; individual and group counseling; classroom and small-group guidance; career and educational development; parent and teacher consultation; and referral.

(2) REQUIREMENTS.

(a) The local board of education (LBOE) shall provide for school guidance and counseling services in accordance with state and federal laws, State Board of Education rules, and department guidelines by:

1. Insuring that each school counselor is engaged in counseling or guidance activities, including advising students, parents, or guardians, for a minimum of five of six fulltime segments or the equivalent.

(2) Including the following as duties of the school counselor:

(i) Program design, planning, and leadership

(I) Develops a written school-based guidance and counseling program.

(II) Implements an individual plan of action.

(ii) Counseling

(I) Coordinates and implements delivery of counseling services in areas of self-knowledge, educational and occupational exploration, and career planning to facilitate academic achievement.

(II) Schedules time to provide opportunities for various types of counseling.

(III) Counsels learners individually by actively listening, identifying and defining issues, discussing alternative solutions, and formulating a plan of action.

160-4-8-.05 (Continued)

(IV) Adheres to established system policies and procedures in scheduling appointments and obtaining parental permission.

(V) Leads counseling or support groups for learners experiencing similar problems.

(VI) Evaluates effectiveness of group counseling and makes revisions as necessary.

(iii) Guidance and collaboration

(I) Coordinates with school staff to provide supportive instructional guidance activities that relate to students' self-knowledge, educational and occupational exploration, and career planning to facilitate academic achievement.

(II) Conducts classroom guidance activities related to identified goals and objectives.

(III) Gathers and evaluates data to determine effectiveness of classroom and student comprehension, making revisions when necessary.

(IV) Provides direct/indirect educationally based guidance assistance to learners preparing for test taking.

(V) Provides information to students, parents, teachers, administrators, and, when appropriate, to the community on student test scores.

(VI) Provides information to students and parents on career planning.

(iv) Consultation and coordination

(I) Consults, as needed or requested, with system/staff, parents, and community about issues and concerns.

(II) Collaborates with school staff in developing a strategy or plan for improving school climate.

(III) Follows up on counseling and consultative referrals.

(IV) Consults with school system in making referrals to community agencies.

(V) Implementation of a comprehensive and developmental guidance and counseling curriculum to assist all students.

160-4-8-.05 (Continued)

(v) Insuring that each school counselor is engaged in other functions for no more than one of the six program segments or the equivalent.

Authority O.C.G.A § 20-2-182.

Adopted: August 10, 2000

Effective: September 3, 2000