

Arizona Professional School Counselor Job Description

Position: School Counselor

Leadership, advocacy, and collaboration are the skills school counselors will draw on to implement a preventative, proactive school counseling program using the *American School Counselor Association (ASCA) National Model: A Framework for School Counseling Programs* (2005). Counselors will promote student success through the implementation of this comprehensive school counseling program that addresses the academic, career, and personal/social needs of students.

Duties and Responsibilities:

- I. **Major Function: Development and Management of a comprehensive school counseling program based on the *ASCA National Model: A Framework for School Counseling Programs* (2005).**

Standard 1: The professional school counselor plans, organizes, and delivers the comprehensive school counseling program.

- II. **Major Function: Implementation of a comprehensive school counseling program based on the *ASCA National Model: A Framework for School Counseling Programs* (2005).**

Standard 2: The professional school counselor delivers and implements the guidance curriculum through the use of effective instructional skills and careful planning of structured classroom lessons and small group sessions.

Standard 3: The professional school counselor implements the individual student planning component by guiding individuals and groups of students and their parents through the development of education and career plans.

Standard 4: The professional school counselor implements the responsive services component through the effective use of individual and small group counseling, consultation and referral skills.

Standard 5: The professional school counselor implements the systems support component through effective guidance program management and support for other educational programs.

III. **Major function: Accountability of a comprehensive school counseling program based on the *ASCA National Model: A Framework for School Counseling Programs (2005)*.**

Standard 6: The professional school counselor meets with the school administrator at the beginning of the school year to discuss the counseling department management system and the program action plans using a yearly counselor/principal agreement.

Standard 7: The professional school counselor knows how to use data as a guide when deciding school counseling program direction and emphasis.

Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school.

Standard 9: The professional school counselor implements the master calendar/time component to have an efficiently run program.

Standard 10: The professional school counselor has developed a results evaluation for the program.

Standard 11: The professional school counselor conducts yearly school counseling program audit.

Standard 12: The professional school counselor shares the results of the school counseling program with the advisory council.

IV. **Major Function: Systems change agent of a comprehensive school counseling program based on the *ASCA National Model: A Framework for School Counseling Programs (2005)*.**

Standard 13: The professional school counselor uses the skills of leadership, advocacy and collaboration to create systemic change to improve the academic and career success of all students.

Distribution of Total School Counselor Time

(Based on ASCA National Model recommendations)

(75%-80% of counselor's time should be spent in direct services to students)

Delivery System	Elementary School	Middle School	High School
<i>Guidance Component</i> (classroom and small group guidance)	40%-45%	25%-35%	15%-25%
<i>Individual Student Planning</i>	5%-10%	15%-25%	25%-35%
<i>Responsive Services</i>	30%-40%	30%-40%	25%-35%
<i>Systems Support</i>	10%-15%	10%-15%	15%-20%
Other or non-guidance	0%	0%	0%

(Chart is based on the ASCA National Model Workbook, page 51)

Other information:

Counselors will continuously make data-driven decisions regarding the implementation of an ASCA model school counseling program.

- The American School Counselor Association recommends a ratio of 1 counselor for 250 students.
- Counselors will meet monthly by levels to continue work on their ASCA model school counseling program.
- Counselors will meet each quarter to share their progress on the implementation of the ASCA model school counseling program.

Arizona Department of Education Minimum Requirements:

- Masters Degree in School Guidance and Counseling
- Arizona State School Counseling Certification
- Adheres to the American School Counselor Association Ethical Standards for School Counselors
- Fingerprint clearance

Preferred Requirements:

- Experience as a school counselor implementing the ASCA National Model
- Classroom experience teaching school counseling competencies
- One – three years experience as a school counselor
- One – three years experience as a teacher or knowledge and implementation of classroom management skills and lesson delivery
- Experience advocating for school counseling programs to all stakeholder groups
- Establishing professional relationships within the school and the school community to enhance student achievement
- Experience in the use of technology in research, school counseling program development, management, and delivery
- Actively involved in school community
- Leadership experience
- Participation and involvement in school counselor best-practice training at the local, state and/or national level
- Ability to work with diverse populations and cultures
- Continued professional development could include: ASCA National Model, Differentiated Instruction, Understanding by Design, Response To Intervention, Positive Behavior Intervention Support, and other state-wide initiatives

References:

American School Counselor Association, (2005). *ASCA National Model: A Framework for School Counseling Programs (2nd ed.)*. Alexandria, VA: Author; North Carolina State Board of Education, School Counselor Job Description, (2006).

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