Roles and Responsibilities

of the Counselor

School counselors have four main roles and functions as a part of their job description, including large group guidance, individual and group counseling, consultation, and coordination.

Large Group Guidance

¨ Classroom guidance designed to enhance students’ academic, career, and personal/social skills

¨ Specific topic presented

¨ Counselor led

¨ Facilitation of student discussion

Counseling

¨ Individual and group sessions

¨ Establishing rapport

¨ Confidentiality and exceptions

¨ When to refer a student

Consultation

¨ Collaborative process involving the counselor working with teachers, administrators, parents, or other professionals to help a student

¨ Can occur as an individual or a group meeting, or both

Coordination

¨ Counselor accepting a leadership role by managing services that benefit students

¨ Counselor may assist with coordination between the school and outside agencies, coordinate students support teams, or coordinate staff in-service