

**SCHOOL COUNSELOR DUTIES
JUNIOR AND SENIOR HIGH SCHOOLS**

The school counselor's duties are as follows:

1. Maintain cumulative records for students of the junior and senior high schools.
2. Secure, organize, and interpret information in cumulative records to teachers and students.
3. Perform individual and group guidance with students wherever services are needed.
4. Maintain current information about higher education and special training in occupational fields, and use these materials in individual conferences and in classroom group counseling.
5. Study student records for identification of individual differences among students.
6. Work individually with students in aiding them to choose subjects from the curriculum for future vocational and educational purposes.
7. Work with students, parents, industries, and places of business in placement of students in full- and part-time jobs.
8. Make a partial follow-up study on students who withdraw or graduate from school.
9. Interview new students and conduct orientation programs.
10. Confer with students who indicate their desire to drop out of school.
11. Confer with teachers, parents, specialists, and community agencies on educational, health, social, and vocational problems of the student.
12. Administer and score standard tests for all students of the junior and senior high schools.
13. Maintain and keep current and complete test profiles for each junior and senior high school student.
14. Interpret the school program and the student's individual program to the parents.
15. Assist students and principal with class scheduling.
16. Assume responsibility for records that involve H.R. 69/Family Educational Rights and Privacy Act of 1974.