

**SCHOOL COUNSELOR DUTIES
ELEMENTARY SCHOOL**

The school counselor's duties are as follows:

1. Interpret information in cumulative records to teachers and parents.
2. Perform individual guidance and group guidance and serve as resource person for teachers when requested.
3. Identify individual differences among students through testing and interpret results to parents and teachers.
4. Work with teachers, parents, industries, and other resource persons in providing materials for teachers pertaining to the "World of Work."
5. Make home visits if necessary to confer with parents.
6. Interview new students and assist principals in orientation program.
7. Confer with teachers, parents, specialists, and community agencies on educational, health, and social problems of the child and make referrals to other agencies when deemed necessary.
8. Assist teachers in administering standard tests.
9. Keep individual folders on each child that has been referred to the counselor.
10. Interpret the school program and the student's individual program to the parents.
11. Work with principals of each individual building in setting up guidance programs designed for that particular school.
12. Assist students and principal with class scheduling.
13. Assume responsibility for records that involve H.R. 69/Family Educational Rights and Privacy Act of 1974.