

**SCHOOL COUNSELOR
QUALIFICATIONS**

The school counselor directs the measurement and evaluation program; obtains and interprets occupational and educational information for students; performs counseling service to students and teachers; and conducts and reports on research projects related to guidance and counseling. The counselor is under the general direction of, and responsible to, the school principal. The counselor supervises students during activities of the guidance and counseling program; maintains staff relationship with teachers; and exercises direct supervision of employees assigned to a counselor's office.

The counselor is under the general direction of, and responsible to, the school principal. The counselor is indirectly responsible to the superintendent for the provision of continuous, sound counseling practices designed for the greatest benefit to the students, the program, and the district as a whole.

Full-time counselors shall meet the standard qualifications for counselors as specified by the Oklahoma State Department of Education and shall hold a valid certificate endorsed for counseling. Part-time counselors or teacher-counselors may meet the minimum standards of the State Department of Education, but will be expected to complete requirements for a standard certificate at the earliest possible date.

Counselors shall be appointed by the board of education upon the recommendation of the superintendent at the same time the teaching personnel are appointed. Counselors are employed for the regular school year, but are expected to be available for assistance to the administration, when needed, at times when the teaching personnel may not be required to be present.