

## DUTIES AND RESPONSIBILITIES OF SCHOOL GUIDANCE COUNSELOR

*by:*

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Support services for children and teenagers enrolled in school are offered by school guidance counselors. This often means developing one's social and/or academic abilities. They are available for meetings with students to talk about matters pertaining to classroom conduct, attendance, learning goals, and organizational skills. These professionals may offer students the chance to take part in a variety of assessments to determine some of their areas of interest, strengths, and weaknesses. They can then work with the student to apply the knowledge to their coursework or behavior in the classroom.

In schools, guidance counselors assist students and parents in guiding their academic, behavioral, and social development. Every elementary, middle, and high school student is involved. School guidance counselors help students with their academic, professional, and social needs; they frequently do this by conducting in-depth interviews and using aptitude tests to gain a complete understanding of each student. To ensure a student's academic success, they usually collaborate with parents, teachers, and administrators. Although small groups can also be used, individual counseling sessions are the norm.

The designated guidance counselor at the school will be responsible for the duties of:

- a. Offering group and individual counseling sessions to students in order to provide guidance and support with regard to their academic and professional development.
- b. Examining students' skills and helping them accomplish their goals.

- c. Screening students' attributes and assisting them in reaching their objectives.
- d. Creating and putting into practice counseling strategies using up-to-date mentoring techniques.
- e. Recognizing behavioral issues and taking the necessary action to address the situation.
- f. It is important to consider societal and cultural variations in all student affairs.
- g. Evaluating student growth and emphasizing their sense of achievement.
- h. Doing assessments, examining findings, and offering insightful criticism.
- i. Collaborating with outside partners, teachers, and parents.
- j. Setting up and coordinating internships and orientation programs.
- k. Promoting study programs and facilities to prospective students.
- l. Conducting training sessions and providing instruction for academic staff.

The guidance counselors at the school are also in charge of helping students who require assistance with behavior management, academic support, or future planning. A friendly, healthy school environment free from harassment or illegal activity is something else that counselors work on while collaborating with parents, teachers, and administrators.

To be ready for any unexpected situation, the school guidance counselor needs to be competent in every aspect. The counselor should also be able to counsel students on matters of academic interest or personal difficulty to foster positive relationships with parents and students as well as effective communication.

*References:*

[https://learn.org/articles/How\\_Can\\_I\\_Become\\_a\\_School\\_Guidance\\_Counselor.html](https://learn.org/articles/How_Can_I_Become_a_School_Guidance_Counselor.html)

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