



STUDENT SERVICES 17 – Guidance and Counselling Services

Date: Jan. 25, 2012 Revised:

Responsible Administrator: Associate Superintendent Student Services

1.0 RATIONALE

Guidance and counseling services are integral components of a school's total educational program.

2.0 PROCESS

- 2.1 The Associate Superintendent Student Services will be responsible to maintain this Administrative Practice and ensure that it is followed.

3.0 PROCEDURES

- 3.1 Principals shall ensure that guidance and counselling services are available to students as outlined in policy G/II/1 – Guidance and Counselling Services.
- 3.2 Schools shall engage suitably trained counsellors who have had successful certified teaching experience and specialized training in guidance and counseling.
- 3.2.1 Counsellors should be level B qualified psychometricians, and where this is not currently the case, the principal shall recruit the services of counsellors so qualified, as the opportunity arises.
- 3.2.2 Counsellors should be trained in suicide prevention and risk/threat assessment. These qualifications will need to be maintained while acting in a counseling position thus requiring recertification every 2-3 years.
- 3.3 The roles and responsibilities of counsellors shall include, as needed, the following:
- 3.3.1 Engaging in comprehensive planning in the school towards development of appropriate counselling programming with input from school administration, colleagues, students, parents and where appropriate community.
- 3.3.2 Group and individual testing of interest, aptitudes, and achievement.
- 3.3.3 Group guidance and individual counselling of an educational, career, and personal and social nature.

References: *Board Policy: G/II/1 – Guidance and Counselling Services*



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- 3.3.4 Facilitating the transition from one school or grade to another by acting as a liaison with feeder schools and post secondary institutions.
 - 3.3.5 Acting as a resource person to teachers in the planning, delivery, and evaluation of special needs programs by sharing expertise with staff, parents, and community agencies.
 - 3.3.6 Consulting with parents, administrators, teachers and community agencies.
 - 3.3.6.1 Coordination of community services with school programs
 - 3.3.7 Provision of/or referral to services which assist students in coping more effectively with behaviour adversely affecting their school progress and personal relationships.
 - 3.3.8 Assistance in relating students' educational and career plans to the students' abilities, interests, and aptitudes.
 - 3.3.9 Other duties and responsibilities that emerge within the culture of a particular school.
- 3.4 Principals shall be responsible for monitoring and evaluating the effectiveness of the guidance and counselling services in the school, in accordance with these procedures.

References: *Board Policy: G/II/1 – Guidance and Counselling Services*