



## AP 5-227

### BACKGROUND

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#### DESCRIPTORS OF GUIDANCE COUNSELLOR PRACTICE

1. **Implement and Coordinate the Counselling Services**
  - a) Collaborate with the school support personnel to identify and prioritize the needs of the school community.
  - b) Along with the school support personnel, develop an annual counselling services plan that takes into account unexpected crises.
  - c) Throughout the year, obtain feedback to determine the degree that the goals of the school counselling services program are being met.
  - d) Follow the school counselling service plan as agreed upon.
  - e) Establish liaisons with different agencies such as Child and Family Services, Eden Health Centre, Child and Adolescent Mental Health, etc.
  
2. **Provide Counselling and Information Services in Personal, Social, and Educational areas.**
  - a) Provide a safe place for students to explore and deal with personal and social issues.
  - b) Provide counselling within the recognized limits of the school counselling profession.
  - c) Respond to crisis on a priority basis.
  - d) Where relevant, help students explore their vocational interests, aptitudes and values.
  - e) Assist referred students to develop the life skills of problem solving, decision-making, time management, priority setting and behaviour management.
  - f) Assist new students in their adjustment to the school.
  - g) Support students in pursuing academic progress in realizing their individual potential.
  
3. **Professional Development**
  - a) Develop and strengthen, on an ongoing basis, the competencies necessary to carry out the role and function of the guidance counsellor through conferences, courses, professional reading, and peer collaboration.
  - b) Participate in Divisional Team meetings, committees, and provincial organizations, where relevant.
  
4. **Administer and Coordinate Activities that Relate to Counselling while Supporting the Total School Program.**
  - a) Acquaint students, parents, and staff, with the role of the counsellor.
  - b) Coordinate and implement themed instructional units as identified by the school counselling services plan.



**Process for School Administrators Gathering Information**  
**FOR GUIDANCE COUNSELLOR EVALUATION**

**School Administrators:**

1. Observe and review the guidance counsellor's work in accordance with the annual counselling services plan, excluding confidential issues, by October 31<sup>st</sup>.
2. Observe guidance counsellor instructing classes on a theme identified by the counselling services plan.
3. Review with the guidance counsellor, feedback obtained to determine the degree to which the goals of the school counselling service plan are being met.
4. Discuss with the guidance counsellor his/ her activity over a period of time.
5. Use the descriptors to guide ongoing observations.  
Read copies of reports, emails, schedules etc.

**Old Policy Reference:** GCN-R4  
**Adopted:** June 2005