

John Stark Regional High School

Guidance Counselor Performance Standards

- Meets with all students on their case load each year prior to February vacation
 - Provides academic advice/counseling
 - Assists seniors with graduation requirements and post-secondary plans
 - Assists underclassmen with course selection for the following year, developing 4 year plans to assist in future planning.
- Plans and implements proactive presentations or informational sessions as assigned by the Director of Guidance. (Classroom informational visits, class meetings, college fairs, etc.)
- Maintains proactive parent communication as needed. This will include the scheduling/coordination of parent/teacher meetings as requested and generally responding to e-mails and phone calls within 2 school days
- Is familiar with the scheduling component of Power School and is able to process changes in students' schedules as needed.
- Maintains a high degree of professionalism:
 - Student interactions will be focused to provide counseling that supports academic success and positive personal well being. Counselors will make referrals when students require the services of a registered psychologist, social worker or psychiatrist
 - Maximizes accessibility of guidance services for all students. Counselors will manage individual students who constantly "hang out" in the guidance area, discouraging other students from accessing counselors.
 - Maintains a professional working environment
 - Meets with student(s) in a room that can be monitored through a glass window, leaving the door ajar whenever possible
 - Discourages student eating, or lounging in the guidance area as well as individual offices.
 - Recognizing the need to make appropriate referrals for students, avoiding becoming overly involved in students' family dynamics which tend to "monopolize" counselor's time.
 - Distributes time and other resources equitably to avoid the appearance of "playing favorites"
 - Conducts only guidance business in the guidance area
 - Contributes to a collaborative and productive team dynamic with other counselors and support staff
 - Proactively contributes suggestions to improve the quality of guidance services
 - Exhibits professional demeanor and dress
- Maintains an ongoing commitment to professional development activities to remain current in college admissions and relevant guidance issues.
- Has a physical presence in the school outside of the guidance office that facilitates student recognition of individual counselors.