

2.0. Human Resources

2.B. Position Descriptions

GUIDANCE COUNSELLOR

Policy Reference: EL-1.2

REPORTS TO: STUDENT SERVICES ADMINISTRATOR

ROLE:

Leadership

Counsellors play a leadership role in defining and carrying out guidance and counselling functions by problem-solving, planning, developing, and implementing the four components of the comprehensive program as outlined in the document, *Guidelines for Comprehensive Guidance and Counselling in Manitoba, 2002*.

Advocacy

Counsellors play an advocacy role for students with staff, families and outside agencies. They assure that all programs facilitate the educational process and offer opportunity for all students to reach their full potential.

SPECIFIC RESPONSIBILITIES:

- Participate in the consultation process as part of the inter-disciplinary team approach to respond to the personal/social, educational, and career development of students.
- Use assessment and evaluation to identify the issues that impact on student learning and achievement.
- Develop programs and interventions as needed.
- Provide essential services to students through individual and small group guidance and counselling interventions, crisis intervention, and staff/parent consultation to address immediate or ongoing concerns of students.
- Conduct a variety of intervention tasks that relate to systems support such as conducting workshops for parents and staff, student placement, research, data collection, community outreach, and administration.