

## PROCEDURE 2.4.1: COUNSELOR DUTIES & RESPONSIBILITIES

Counselors are responsible to the chief student development officer and will:

1. Provide professional assistance in registration, orientation, guidance, admissions, testing and other student personnel development activities.
2. Maintain close working relationships with high schools in the district as well as institutions of higher education to which Sandburg students transfer.
3. Counsel students regarding educational, vocational, social and personal issues.
4. Maintain counseling records meeting legal and ethical requirements.
5. Work with the instructional staff to facilitate student achievement and personal adjustment.
6. Use appropriate testing procedures for groups or individuals when needed.
7. Confer with students who plan to withdraw from college, and develop methods to help assess or reassess their goals.
8. Make referrals to appropriate agencies when advisable.
9. Help students and alumni understand the institutional transfer requirements.
10. Cooperate with all divisions of the college.
11. Conduct and supervise national testing as assigned by the chief student development officer.
12. Represent the college at professional meetings as required.
13. Help prepare long-range plans for the counseling program.
14. Help prepare statistical reports concerning counseling activities.
15. Help develop the counseling program budget.
16. Complete other professional duties nature as assigned by the chief student development officer.

*Original: 4/84*

*Reviewed: 5/25*

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