

Responsibilities of a School Counselor



Provide individual and group counseling

Develop and implement guidance curriculum aligned with the National and State Standards

Monitor students' academic progress

Consult in the development of student schedules

Facilitate guidance meetings with academic teams

Attend parent/teacher meetings

Coordinate home tutoring for students with extended illness

Participate in IEP and 504 meetings

Communicate with parents

Provide mediations for students to resolve conflict

Compose Counselor's Corner for the Headmaster's Bulletin

Coordinate vocational school visits

Consult with teachers, administrators, specialists and parents to meet student needs

Provide academic and personal counseling

Provide buddies and coordinate orientation for students new to the Dover Sherborn community

Assist in fifth grade and eighth grade transitions

Process private school applications

Provide crisis intervention

