Appropriate Activities for School Counselors	Inappropriate Activities for School Counselors
individual student academic program planning	coordinating paperwork and data entry of all new students
interpreting cognitive, aptitude and achievement tests	coordinating cognitive, aptitude and achievement testing programs
providing counseling to students who are tardy or absent	signing excuses for students who are tardy or absent
providing counseling to students who have disciplinary problems	performing disciplinary actions or assigning discipline consequences
providing counseling to students as to appropriate school dress	sending students home who are not appropriately dressed
collaborating with teachers to present school counseling core curriculum lessons	teaching classes when teachers are absent
analyzing grade-point averages in relationship to achievement	computing grade-point averages
interpreting student records	maintaining student records
providing teachers with suggestions for effective classroom management	supervising classrooms or common areas
ensuring student records are maintained as per state and federal regulations	keeping clerical records
helping the school principal identify and resolve student issues, needs and problems	assisting with duties in the principal's office
providing individual and small-group counseling services to students	providing therapy or long-term counseling in schools to address psychological disorders
advocating for students at individual education plan meetings, student study teams and school attendance review boards	coordinating schoolwide individual education plans, student study teams and school attendance review boards
analyzing disaggregated data	serving as a data entry clerk

AMERICAN SCHOOL COUNSELOR ASSOCIATION

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