



CALGARY BOARD OF EDUCATION

Administrative Regulation 1004.9 - Duties and Responsibilities of Secondary School Guidance Counsellors

In order to establish and maintain an integrated guidance program consistent with the current educational philosophies of the school and the needs of the students, in addition to their responsibilities as teachers, it is expected that school counsellors will:

1. Accept the responsibility of being available to students and their parents on an as-needed basis for the purpose of discussing concerns that they may have.
2. Participate in the school orientation program for prospective students, new students, and parents.
3. Provide guidance testing services for students.
4. Provide information about educational institutions, career planning, and psycho-social development for students and their parents.
5. Maintain the Individual Student Guidance Records for the school.
6. Provide instruction in the grade nine Group Guidance programme, as required.
7. Provide educational guidance to students by assisting them in the selection of appropriate courses and programs.
8. Provide study skill programs to enhance the academic achievement of students.
9. Provide programs that stimulate student awareness of themselves in relationship to the world of work and actively involve students in career planning.
10. Provide programs of personal and social guidance designed to promote positive attitudes towards self, others, and school.
11. Provide services for students with special problems relating to attendance, discipline, and withdrawal from school.
12. Assume responsibility for providing a referral service for students and their parents.

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