WEST VIRGINIA SCHOOL COUNSELORS

West Virginia school counselors are certified/licensed educators who improve student success for ALL students by implementing a comprehensive school counseling program.

SCHOOL COUNSELOR TRAINING

West Virginia school counselors complete a Master’s Program which includes:
- counseling theory
- theory & practice of human appraisal
- prevention & treatment of addiction
- counseling children, adolescents & parents
- legal & ethical issues for counselors
- group counseling & theories
- career & lifestyle development
- organization & administration of school counseling programs
- 600 hour internship in elementary, middle, & high school setting

A growing body of research indicates comprehensive, data-driven school counseling programs improve a range of student learning and behavioral outcomes.

SCHOOL COUNSELOR QUALIFICATIONS

- Hold, at minimum, a master’s degree in school counseling
- Meet the state certification/licensure standards
- Fulfill continuing education requirements through professional development including WVDE School Counseling Conferences, WVSCA Conferences, ASCA offerings, etc.
- Uphold ASCA ethical and professional standards

SCHOOL COUNSELOR'S ROLE

School counselors are vital members of the education team. They help all students in the areas of academic achievement, career development and social/emotional development, ensuring today’s students become the productive, well-adjusted adults of tomorrow.

School Counselors help all students:
- apply academic achievement strategies
- manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

Appropriate duties:
- 80% of time providing school counseling services that directly impact student success, 20% of time in school counseling program planning, management, design, evaluation, etc. (per WV Code § 18-5-18b)
- collaborate with the school leadership team to ensure all staff promote social emotional learning through school-wide integrated delivery of the WV Standards for Student Success
- individual student academic planning and goal setting
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/administrators/community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges
- crisis response

For more information and resources please visit www.schoolcounselor.org or email Stephanie Hayes at stephanie.hayes@k12.wv.us
### Appropriate Activities for School Counselors

- Advisement and appraisal for academic planning
- Orientation, coordination and academic advising for new students
- Interpreting cognitive, aptitude and achievement tests
- Providing counseling/interventions to students who are frequently tardy and/or absent
- Providing counseling to students who have disciplinary problems
- Providing short-term individual and small-group counseling services to students
- Consulting with teachers to schedule and present school counseling curriculum lessons based on developmental needs and needs identified through data
- Interpreting student records
- Analyzing grade-point averages in relationship to achievement
- Collaborating with teachers about building classroom connections, effective classroom management and the role of noncognitive factors in student success
- Protecting student records and information per state and federal regulations
- Consulting with the school principal to identify and resolve student issues, needs and problems
- Advocating for students at individual education plan meetings, student study teams and school attendance review boards, as necessary
- Analyzing disaggregated schoolwide and school counseling program data

### Inappropriate Activities for School Counselors

- Building the master schedule
- Coordinating paperwork and data entry of all new students
- Coordinating cognitive, aptitude and achievement testing programs
- Signing excuses for students who are tardy or absent
- Performing disciplinary actions or assigning discipline consequences
- Providing long-term counseling in schools to address psychological disorders
- Covering classes when teachers are absent or to create teacher planning time
- Maintaining student records
- Computing grade-point averages
- Supervising classrooms or common areas
- Keeping clerical records
- Assisting with duties in the principal's office
- Coordinating schoolwide individual education plans, student study teams, response to intervention plans, MTSS and school attendance review boards
- Serving as a data entry clerk