

## RESPONSIBILITIES AND GUIDELINES FOR GUIDANCE COUNSELLORS

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### COUNSELLING

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1. The Student Services Counselor provides and/or facilitates access to counseling assistance for individual students or small group/class counselling as necessary. The Student Services counselor takes lead in managing students with Behaviour Intervention Plans. The Student Services Counsellor may also facilitate a peer/tutor counseling program. Counseling services may include providing and/or facilitating personal support to students in a variety of areas such as: dealing with outside agencies, access to legal aid, formal identification, and accessing financial or medical assistance.
2. The Student Services Guidance Teacher is responsible for:
  - Acting as case manager of BIP's which includes the preparation of the BIP document.
  - Assist the Student Services Resource teacher with the development of the SSP/or IEP document in collaboration with the school team
  - Assist the Student Services Resource Teacher with the preparation of the level 2 or 3 EBD funding applications.
  - Maintains appropriate communication with all team members. This includes SS resource teacher, principal, classroom teacher, parent, student, educational assistant, other support personnel, clinician, Assistant Superintendent of Student Services.

### GUIDELINES

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1. To be familiar with the policy, procedures and services set forth within the Student Services Program;
2. To consult with the student services team in reviewing specific student cases and offer recommendations for classroom adjustments;
3. To inform the school administration and pertinent teachers regarding specific student issues and to provide necessary strategies;
4. To offer support where appropriate through direct counselling on email group/class counselling as necessary, psychologist and/or outside agencies such as mental health, Addictions Foundation of Manitoba, etc;
5. Takes lead in and ensures a recording a Students with Behaviour Intervention Plans and distribution process for the minutes of team meetings
6. To provide education/career information and opportunities to students through career awareness days, Take Our Kids to Work programs, classroom presentations and one to one assistance with the Internet Career Explore program.
7. To provide information and assistance to students who will be entering post-secondary institutions in the area of entrance requirements, scholarships, bursaries and registration procedures;
8. To attend team meetings regarding exceptional needs/at-risk student programs upon the request of the case manager, principal or co-ordinator of student services.

9. To act as a member of the school crisis team.
10. Takes lead in implementation of Threat Assessment
11. Take lead in organizing intake meeting for Children in Care insures recording and distribution process for minutes of meeting.