



MEMORANDUM

TO: Indiana School Superintendents, Administrators, and School Counselors
FROM: Amanda Culhan, Indiana School Counselor Consultant, aculhan@doe.in.gov
SUBJECT: K-12 School Counselor Job Description (*Sample*) & Evaluation Rubric (*Sample*)
DATE: May 20, 2011

During the 2010 legislative session, House Bill 1135 passed to become House Enrolled Act 1135, which includes the following language:

SECTION 6. [EFFECTIVE JULY 1, 2010] (a) Not later than July 1, 2011, the department of education, in cooperation with other appropriate associations, shall develop a uniform job description for school counselors. The job description must allow school corporations flexibility in assigning duties to school counselors based on local needs.

A “uniform job description” was developed by the Indiana Department of Education in collaboration with representatives from the Indiana School Counselor Association (ISCA) and Indiana Association of College Admission Counseling (IACAC), school counselor educators at various Indiana postsecondary institutions, and K-12 school counselors across the state. Below you will find the sample School Counselor Job Description that your school corporation may choose to use.

In addition, the Indiana School Counselor Association led a team consisting of K-12 school counselors, counselor educators, school administrators, and representatives from the Indiana Counseling Association and IACAC in developing a School Counselor Effectiveness Rubric. School administrators may opt to use this tool in evaluating K-12 school counselors. The rubric is being piloted by 18 school counselor/administrator teams this semester and feedback will be used to modify the plan. The draft tool is currently available at http://www.doe.in.gov/sservices/counseling/current_events.html. The edited version should be posted by August.

For more information regarding the School Counselor Job Description, contact Amanda Culhan, IDOE School Counselor Consultant, at 317-232-0150 or aculhan@doe.in.gov. For information regarding the School Counselor Effectiveness Rubric, contact Lin Metzger, ISCA Executive Director, lmetzger@nremc.net



School Counselor Job Description
HEA 1135

Position: Pre-K – 12 School Counselor

Qualifications: Meet the Indiana licensing requirements for “School Counselor” as defined by the Indiana Professional Standards Board, 515 IAC 8-1-45.

Primary Functions:

Develop, manage, and deliver a comprehensive school counseling program.

1. Provide educational, career, and student assistance services as defined and required in 511 IAC 4-1.5¹.
2. Advocate for systemic change, reducing barriers to learning and increasing success for all students.

Delivery of a Comprehensive School Counseling Program (*aligned with the American School Counselor Association National Modelⁱⁱ and Indiana Program Standards for School Counselingⁱⁱⁱ*):

1) Program Foundations (Domain 4)^{iv}

- The school counseling program is in alignment with the school vision and mission and is derived from a foundation of beliefs based on state and national standards that serve as the guiding principles for the design and management of the school counseling program.

2) Data-Based Accountability (Domains 1, 2, 4)

- Annually revise (as needed) the school counseling program as a result of an analysis of evaluation data in the following areas:
 - Program design, implementation, and evaluation
 - Student growth
 - Standards and competency attainment
 - Gain/loss in targeted student achievement-related data fields (e.g. grades, local & state assessments, etc.)
 - Gain/loss in targeted student choice-related data fields (e.g. enrollment patterns, homework completion, attendance, etc.)
 - Gain/loss for individual students overcoming personal/social problems that interfere with learning

3) Student Guidance (Domains 1, 3)

- Design, deliver, evaluate, and revise a curriculum meeting the Indiana Universal Student Standards for Guidance including classroom, small group, and individual lessons covering:
 - Academic development(e.g. academic planning; postsecondary awareness and readiness)
 - Career development (e.g. career awareness and readiness)
 - Citizenship development (e.g. personal and social skills needed to be successful in a global society)

4) Student Counseling (Domains 2, 4)

- Identify counseling needs related to personal and social development.
- Provide student assistance services, including individual and group counseling, crisis counseling and referrals, for students with personal or social concerns that interfere with learning.
- Provide consultation to administrators, teachers, parents, and community agencies.

- Coordinate student assistance activities delivered by school counselors or others including teachers, peer and community helpers, and community mental health agencies.

5) Student Advocacy (Domains 1-4)

- Participate in and/or facilitate school improvement initiatives.
- Promote high achievement and advocate for a supportive learning environment for all students; promote an understanding of various ethnic or cultural groups; and provide assistance for teachers who are striving to help all students learn.
- Identify students who may not be achieving to their potential due to the learning environment & provide necessary interventions.
- Collaborate with school and community partners to provide input and insight regarding the academic, personal/social and behavioral progress of students.

6) Program Management (Domains 1-4)

- Design an efficient system of activities that support the guidance, counseling, and advocacy initiatives including the development of program foundations, activity preparation, school and community networking, professional development activities, record keeping related to school counseling, and school counseling evaluation activities.
- Promote school counseling program services to students, teachers, administrators, parents, and community members.
- Seek resources (time, funding, and personnel) to support the school counseling program.

7) Professionalism (Domain 4)

- Demonstrate knowledge of, and adhere to local, state, and federal policies, regulations, and laws pertaining to school counseling (i.e. privileged communication).
- Adhere to the American School Counselor Association Ethical Standards.
- Be knowledgeable of the Indiana Program Standards for School Counseling.
- Promote the mastery of the Indiana Student Standards for Guidance.
- Demonstrate continuous personal growth and professional development.

ⁱ 511 IAC 4-1.5 [Student Services Rule](#)

ⁱⁱ American School Counselor Association [National Model](#)

ⁱⁱⁱ [Indiana Program Standards](#) for School Counseling

^{iv} Domains 1-4 referenced throughout the job description comprise of the four areas used in the Professional School Counselor Effectiveness Rubric, 2010 (currently in [draft form](#)), which may be used to evaluate a School Counselor.

Domain 1: Academic Achievement

Domain 2: Student Assistance Services

Domain 3: Career Development

Domain 4: Professional Leadership