



**Responsible Office:** Office of Human Resources

## **BOARD POLICY 4116**

### **RESPONSIBILITIES AND DUTIES OF SCHOOL COUNSELORS**

#### **PURPOSE**

The Board of Trustees understands the need for and is committed to providing guidance counselors in the schools of the Washoe County School District. School counselors help students in becoming productive members of society upon graduation by supporting them in the areas of academic development, social/emotional growth and career development. Through this policy, the intent of the Nevada Legislature in defining the role of the school counselor shall be documented.

#### **POLICY**

1. In accordance with state law, school counselors shall be allotted sufficient time each school year to carry out the duties related to counseling, to include implementing the adopted counseling standards and guidance curriculum which encompasses academic, career, and personal/social domains. Administrators must ensure that counselors are provided sufficient time in each school year to carry out the duties relating to counseling, including assisting students with academic planning.
2. Counselors must not be test coordinators although they may be assigned to participate in testing activities.

#### **DESIRED OUTCOMES**

1. Through this policy, the duties, roles and responsibilities of school counselors shall be clarified, particularly related to test administration.

#### **IMPLEMENTATION GUIDELINES**

1. This policy aligns with the District's Strategic Plan.
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 391, Personnel, and specifically:
    - i. NRS 391.274, Policy prescribing duties, roles, and responsibilities of school counselors...

**REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

**REVISION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted
10/27/1992	2.0	Revised
1/15/2008	3.0	Revised
12/08/2015	4.0	Revised: title change from "Licensed Personnel" to "School Counselors"