

CLARK COUNTY SCHOOL DISTRICT POLICY

P-4113

SELECTION: LICENSED EMPLOYEES – DUTIES OF COUNSELORS

- I. The Human Resources Division shall plan, organize, and direct a program of recruitment and selection for applicants to be considered for employment in positions requiring a teaching license, a Professional Counselor Endorsement, or a professional specialty area license issued by the Nevada Department of Education.
- II. School counselors shall be allotted sufficient time each school year to carry out duties related to counseling, including, without limitation, assisting students with academic planning, postsecondary and career choices, and personal/social development. The specific duties, roles, and responsibilities of elementary, middle, and high school counselors are set forth in the district Comprehensive K-12 Guidance and Counseling Program Manual. Counselors shall implement the comprehensive guidance and counseling program according to the State of Nevada's School Counseling Program Student Standards which are aligned with the national standards set forth by the American School Counselor Association (ASCA).
- III. The amount of time that school counselors are required to assist with test administration and test coordination shall be limited.

Review Responsibility: Human Resources Division
Adopted: [4113:11/15/07]