

School Counselor Duties [TEC. §33.006\(d\)](#)

School Counselor Duties--80/20 Percent Rule

A school counselor should spend 80 percent of the counselor's work time on duties that are components of a comprehensive school counseling program (CSCP). In a 40-hour week, a counselor may spend 32 hours a week on duties under the 80 percent rule. Eight hours a week may be duties under the 20 percent rule.

School Counselor Duties—80 Percent Rule

Eighty (80) percent of a counselor's duties include, but are not limited to, the following:

Individual Planning

- Individual Student/Parent Meetings
- Annual Counseling Calendar Planning
- Action Planning Daily Logs
- Need Assessments
- Data Interpretation

Academic Advisement

- Scheduling
- Academic Planning and Programming
- Transition Planning
- Social-Emotional, Academic, Behavioral Counseling
- College and Career Readiness Planning

Responsive Services/Counseling

- Crisis Response
- Individual/Group Counseling
- Providing District and Community Resources
- Student Supports

Guidance Curriculum/Instruction

- Delivers state and District mandated lessons

- Guidance Advisory Committee
- Supports advisory SEL-based lessons
- Delivers lessons based on campus needs
- Systems Support (Program Planning & Support)

Student Services/Collaboration, Consultation, Referral

- Parent Workshops
- Counselor Documentation
- Counselor Professional Development
- Teacher/Staff Training
- Campus Leadership Team
- Vertical Team Meetings
- Parent/Teacher Consultations

Committee Members

- Student Support Team (SST)
- Section 504
- Multi-Tiered System Support (MTSS)
- Language Proficiency Advisory Committee (LPAC)
- Accelerated Learning Committee (Education Code Section 28.0211)
- Attendance for Credit
- Other duties as assigned due to emergency and/or extenuating circumstances.

School Counselor Duties—20 Percent Rule

Twenty (20) percent of a counselor's time may be spent with activities that include, but are not limited to, the following:

- Weekly Schedules
- Test Administrator
- Class Coverage
- Professional Development Support
- Hall Monitoring and lunch duty
- Principal duties, such as translation services, chain of command coverage
- Other duties as assigned due to emergency and/or extenuating circumstances. Upon resolution, counselors will resume their regular duties.

Collaborative Duties

Principals should conference regularly with school counselors to assign duties within the 80/20 percent rule a minimum of three times a year at the beginning, middle, and end of the year.

When it is in the best interest of students and the District, the campus administrator and the counselor may share dual roles when engaging in the following duties:

- Bullying-Counselors providing counseling and intervention for all parties involved
- Master Scheduling
- Professional Development

Collaborative duties may be assigned under the counselor's 80 percent and/or the counselor's 20 percent duties.

Whenever the counselor and principal are not in agreement, the campus executive director and counseling services director will collaborate on the next best steps.

Exceptions to Counseling Duties

A counselor shall not engage in the following duties:

- Test Coordinator
- Committee Chairperson

Principal Duties

A principal may delegate the following assigned duties to a designee (other than the school counselor)

- Test Coordinator: Assistant Principal, Media Specialist, Coordinator, Non-Core Content Teacher, Teacher Assistant
- Committee Chairperson: Assistant Principal, Teacher, Media Specialist, Coordinator
- Full-Time Class Coverage: Substitute, Teacher Assistant
- Chair of the Student Support Team (SST): Assistant Principal, Teacher, Media Specialist, Coordinator
- Chair of the Section 504 Committee: Assistant Principal, Teacher, Media Specialist, Coordinator

- Chair of the Multi-Tiered System Support (MTSS): Assistant Principal, Teacher, Media Specialist, Coordinator
- Chair of the Language Proficiency Advisory Committee (LPAC): Assistant Principal, Teacher, Media Specialist, Coordinator
- Chair of the Accelerated Learning Committee (Education Code Section 28.0211): Assistant Principal, Coordinator
- Chair of the Attendance for Credit: Assistant Principal

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