

High school counselors provide many services to the students, families, and community. Their duties span a wide range of activities. Counselors often:

- Assist new students and their families
- Interpret transcripts / records
- Explain graduation requirements
- Schedule appropriate classes
- Encourage involvement in extracurricular activities / community service opportunities
- Provide athletic eligibility information
- Assist incoming middle school students and their families
- Run peer support groups
- Share responsibilities for testing
- Assist with HSPA
- Organize / administer PSAT
- Coordinate / administer SAT
- Coordinate / proctor AP exams
- Interpret test results and assist students and families in their understanding
- Counsel family about courses of action available to student
- Confer with therapists, doctors and outside agency representatives
- Facilitate placement changes if remediation is necessary
- Participate in Pupil Assistance Committee and 504 Plan Committee
- Schedule meetings
- Collect pertinent information from parents, teachers, school records, etc.
- Chair meetings and/or attend as student advocate
- Aid with preparation of 504 Plans and PAC interventions
- Assist students with post-secondary plans
- Complete private school applications and recommendations
- Teach students to use computer software for career / college searches
- Acquaint parents with college process at Junior Parent College Planning Nights
- Develop contacts with colleges, vocational schools and businesses
- Provide opportunities for students to meet with representatives of colleges, vocational schools, businesses and the military
- Assist student-athletes who wish to participate in college athletics
- Encourage attendance at College Athlete Night
- Complete secondary school reports and college recommendations
- Refer students and families to appropriate sources for financial assistance in higher education
- Participate in professional development
- Assist at Financial Aid Night
- Complete National Merit Scholarship Program applications and recommendations
- Supervise / coordinate various special programs, including:
 - Girls State / Boys State
 - Crisis Management
 - Crisis Response Team
 - Governor's School
- Act as liaison between home / school and student / family / staff
- Attend administrative meetings (discipline and attendance conferences)
- Review IEPs and participate in Annual Reviews of IEP
- Provide forms for weekly progress reports
- Assist in obtaining a tutor if necessary
- Provide crisis counseling and support to family and make appropriate referrals if necessary
- Act as liaison for vocational / technical and alternative schools
- Attend presentations and conferences offered by colleges, professional organizations and state agencies
- Review current research, studies and policies in journals and on the Internet
- Confer with counseling colleagues at regular department meetings