

School: _____ Name of Counselor: _____

Role of the School Counselor in Post-Secondary Planning

With variations depending on the needs of the school community, the school counselor's role in terms of post-secondary planning often includes:

- implementing a **college and career readiness program** as part of a comprehensive guidance and school counseling plan, developed in collaboration with administration, teachers, staff, families, and external partners.
- encouraging student participation in **challenging coursework** and relevant learning opportunities.
- helping students explore postsecondary options including **college and career choices**.
- facilitating the **college application process**.
- engaging parents** in educational and career planning for their children.
- cultivating skills and habits** necessary for student success in school, community and the world of work.
- helping students connect the link between **present efforts and future success**.
- helping students **understand their strengths and talents**, and how these abilities can be utilized in various college majors and careers.
- facilitating **school-wide activities** (i.e., Career Day) and guidance lessons related to career planning across all grades (kindergarten through twelfth grade).
- using **career interest inventories** (for middle schools and high schools).
- communicating **scholarship, financial aid, and other college opportunities** to families.
- organizing **college visits, college fairs, service learning opportunities**, as well as **financial aid workshops**.
- explaining the [military recruitment opt-out](#) and the [FAFSA completion project/National Student Clearinghouse opt-out](#).
- connecting students to teen **employment opportunities**.