1. **Appropriate Counseling Skills/Activities**

- Provide general school counseling
- Provide teachers and staff with student behavior management resources and training
- Facilitate students’ development of decision-making skills
- Identify students’ support system
- Counsel students concerning physical abuse
- Conduct prevention activities
- Promote healthy lifestyle choices
- Facilitate group member conflict resolution
- Evaluate violence prevention program effectiveness
- Coordinate Peer Mediation Programs
- Facilitate group process
- Counsel students concerning sexual trauma
- Counsel students concerning divorce in the family
- Plan and conduct classroom guidance
- Conduct lessons on character education and values
- Counsel students concerning substance abuse and dependence
- Implement planned sequential program of large and small group and individual activities
- Educate students about different types of addictions
- Use test results for student decision-making
- Counsel students concerning sexuality
- Counsel students about sexual behavior
- Evaluate substance abuse prevention program effectiveness
- Counsel concerning family change
- Provide career education/counseling for students
- Use occupational information in school counseling
- Provide career counseling for students with disabilities
- Administer and interpret interest inventories
- Use career resource libraries
- Use computerized career counseling resources
- Evaluate students’ occupational skills
- Use the Internet in career counseling
- Facilitate students’ development of job search skills
2. **Indicators of Professional Responsibility**  
*The Counselor…*  
- communicates appropriately with supervisors, colleagues, students, parents.  
- participates in committees and other school functions.  
- enrolls in workshops, seminars or conferences.  
- completes paperwork on time.  
- limits absences.  
- arrives to school, classes and meetings on time.  
- enforces school rules and systematic rules.  
- dresses appropriately.  
- makes long-range plans.  
- maintains accurate records.  
- conducts the necessary outreach.  
- facilitate family conflict resolution strategies.

3. **Developing Rapport**

- Counseling setting is comfortable, private, quiet  
- Establishing trust and rapport in initial and ongoing sessions  
- Establishing rapport with emotionally unstable client  
- Establishing rapport with an involuntary or skeptical client  
- Establishing rapport with a child or adolescent  
- Establishing rapport with the uncommitted client  
- Establishing rapport with the demanding client

4. **Student Achievement**

- Collaborate with teachers on development of academic goals  
- Collaborate with teachers on instructional strategies  
- Assess students’ educational preparation  
- Counsel students about post-graduation plans  
- Develop academic intervention plans  
- Assist students in understanding test results  
- Use test results for student decision-making

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January, 2009  
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