

MEMORANDUM

TO: All Guidance Counselors
FROM: Rosemarie Thompson
Chapter Leader – Guidance Counselors
DATE: September 2014
RE: Repurposed Time + Guidance Counselors Hours

Article 6 Now Says:

- The repurposing of time for professional development, parent engagement and Other Professional Work does not apply to guidance counselors.
- Our work hours have not changed. We continue to work our contractual time of 6 hours, 30 minutes, exclusive of lunch, five days a week.
- Teachers are working longer on Mondays and Tuesdays. But our workday on Monday and Tuesday ends at the usual time for us.
- When the teachers' day is shorter, we do not leave early. We work our contractual time and leave at the end of our work day.
- Guidance counselors in single-session schools where everyone reports at the same time no longer have to attend faculty conference and departmental meetings. In lieu of them, there are two additional parent-teacher conferences that we are required to attend. This applies only to single-session schools. Guidance counselors in multi-session schools and Districts 79 and 75 are not affected by this change, unless the school has adopted a school-based option to reconfigure its time. The parent-teacher conferences for single session schools:
 - September: Guidance counselors attend the full three hours
 - November: Guidance counselors attend the first two hours and 10 minutes
 - March: Guidance counselors attend the full three hours
 - May: Guidance counselors attend the first two hours and 10 minutes

To Clarify:

If the school's lunch period is:

- 30 minutes - then the counselor works 6 1/2 hours plus the 30 minutes, which is a total of 7 hours, five days a week.
- 40 minutes - then the counselor works 6 1/2 hours plus the 40, which is a total of 7 hours and 10 minutes, five days a week.
- 45 minutes - then the counselors works 6 1/2 hours plus the 45 minutes, which is a total of 7 hours and 15 minutes, five days a week.
- 50 minutes - then the counselor works 6 1/2 hours plus the 50 minutes, which is a total of 7 hours and 20 minutes, five days a week.

Also:

Counselors are still governed by Article 7B. They do not cover classes, do lunch duty, dismissal duty, etc. They are not involved in Circular 6 issues. Counselors do not do small group tutoring in extended time.

I hope this clarifies these issues.