

## Things Every Chapter Leader Should Know About Guidance Counselors

### Guidance Counselor Hours

- The work day is 6 hours and 30 minutes, five days a week exclusive of lunch.
- 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

### Schedules

- Guidance counselors should have schedules and keep daily logs to account for their schedules and do not get preparation periods or administrative (Circular 6R) assignments.

### Coverages

- Guidance counselors do not cover classes, the S.A.V.E. room, or perform other duties normally performed by classroom teachers. This was reaffirmed in an arbitration decision in August 2011.

### Excessing

- The rules of excessing of guidance counselors and social workers are covered by the *Eisenberg* arbitration which codifies what was commonly known as the "cascade."