HOW EFFECTIVE ARE YOU AS A GUIDANCE COORDINATOR

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Did you ever hold an edge of being a guidance coordinator in your district? If yes, what are the essential qualities that you simply possess so as to tend such an incredible task? Are you effective enough to handle such job?

A guidance coordinator must possess certain qualification, qualities and characteristics which are essential in handling children and in helping them solve their problems of adjustment. You want to function a consultant to the principals and guidance counselors in administration of guidance program. Your knowledge and familiarity with both organizational procedures and effective techniques are going to be useful to both the counseling teachers and therefore the principals. These are only few of the tantamount tasks that a guidance coordinator should face.

Tuten (2014) cite in her blog, traits every school guidance counselor should possess that would be useful to you as a guidance coordinator of your school.

1. Be an honest listener. The primary thing that involves mind is that faculty counselors must be ready to listen. To their students, parents, and other faculty. An outsized portion of a counselor’s time is spent listening and processing the knowledge given to you by others. Remember to concentrate first and ask questions later. If you would like clarification on something, always speak up but make certain to feature details that permit the person know you heard what they said within the first place. Listening may be a crucial trait for any school counselor to possess.

2. Be ready to assess. A part of a counselor’s job is to form accurate assessments of their students to organize them for all times beyond school. If you would like to figure during
in a highschool setting, this includes having the ability to accurately assess a student’s successes and shortcomings when it involves making college choices, where to use, and helping them narrow down what are often a frightening list of choices. Making these assessments accurately – and having the ability to report your findings to oldsters, other faculty, or education institutions – is a crucial part of counseling.

3. Be a superb communicator. Having excellent communication skills is one among the foremost important skills a faculty counselor can have. Having the ability to speak ideas, thoughts, and feelings verbally may be a trait which will never go unsung as a faculty counselor. Often, you’ll be bouncing ideas off a student to assist them reach an important decision – or discussing a student with their parent or a team of college members. Ensuring that you simply can convey your assessment of your student verbally is significant.

4. Appreciate diversity. Students come from a mess of backgrounds and having the ability to simply accept and embrace diversity is another trait that’s crucial of a faculty counselor. Students come from all walks of life and every one sorts of families, and helping students learn to simply accept and embrace their own diversity during a school setting is critical to a counselor’s success.

5. Be friendly. School counselors must be warm and approachable to their students, and also to oldsters and school members. Being open and gregarious will often mean that students will trust you quite they trust their parents, and getting students to open up and abandoning of their burdens is one among the foremost rewarding things a faculty counselor can accomplish. Often, students are overworked and set with heavy accomplishment lists, so having someone to concentrate to their troubles may be a thanks to make students feel less stressed.
6. Be authoritative. When things involve it, a guidance counselor must cross the 
boundary from friend to professional. If abuse or neglect is suspected or present, or if a 
student is engaging in risky or harmful behavior, a counselor must know when to point 
out their authority and take the right steps to make sure their student’s safety.

7. Be well-rounded. A faculty counselor will often have a good range of interests outside 
of labor, and you never know when one among these interests will resonate with a 
student and prompt a connection that gets your student to open up to you. Having a 
spread of hobbies and skills outside of the office makes for a happier, friendlier school 
counselor. Having the ability to talk about your experiences in life will allow you to bridge 
gaps with students and offer advice and share tips and building blocks for social 
development that you simply might not have otherwise had.

8. Be ready to coordinate. Counselors function coordinators for several school programs 
and activities. From college visits, setting standardized test schedules, and even 
administrative tasks – the counselor must be ready to coordinate several tasks at a time. 
Ensuring this stuff dovetail and every one run smoothly (even once they may look chaotic 
on the outside) may be a vital part of what makes a successful school counselor.

9. Have good evaluation skills. Counselors spend tons of their time evaluating test scores 
or administering tests to students. Having the ability to accurately evaluate and translate 
these results to debate a student’s academic performance or aid a professor in making an 
accurate assessment of a student’s skills is significant. Having the ability to guage the 
results of those exams as quite just numbers on paper and seeing the meaning beyond the 
exam may be a a part of what makes an efficient school counselor. Often, students will 
see their test scores as very black-and-white in reference to their future prospects. It’s the 
work of their guidance counselor to supply the various reminder grey in between and 
explore all opportunities available to their students, no matter test scores.
10. Have a way of humor. Often, having a way of humor are going to be a faculty counselor’s biggest asset in gaining a student’s trust. having the ability to tease yourself and offer amusing anecdotes for what you've got experienced in life will show students that you simply are surprisingly human, too! having the ability to ascertain things with a side of laughter may be a crucial trait for any school counselor and goes an extended way toward making your days brighter.

References:

http://blog.soliant.com/careers-in-healthcare/career-tips-2/top-10-traits-every-school-counselor-should-have/