

PERSONNEL POSITIONS

DP  
(EXHIBIT)

**Principal Duties**

A school principal may delegate the following assigned duties to a designee:

<b>Assigned Duty:</b>	<b>Eligible Designees:</b>
Test Coordinator	Assistant Principal, Dean of Instruction
Instructional Committee (Accelerated Learning, Grade Placement, Attendance, Graduation) Chairperson	Assistant Principal, Dean of Instruction, Principal Intern, Department Leader/Chairperson
School Safety & Security (SSSP Team) Chairperson	Assistant Principal
Multi-Tiered System of Support (MTSS) Chairperson	Assistant Principal, Dean of Instruction, Principal Intern, Department Leader/Chairperson
Language Proficiency Advisory Committee (LPAC) Chairperson	Assistant Principal, Dean of Instruction, BE/ESL Coordinator
Section 504 Committee Chairperson	Assistant Principal, Dean of Instruction, Secondary Counselor, SE Coordinator

**School Counselor Duties – 80 Percent Rule**

Eighty (80) percent of a counselor's duties include, but are not limited to, the following:

<b>Assigned Duty:</b>	<b>Recommended Activities:</b>
Guidance	<ul style="list-style-type: none"><li>• Delivers state and District mandated lessons and activities to promote greater student responsibility (Del Rio Cares Program Initiatives)</li><li>• SEL Lessons</li><li>• Character Building Lessons</li><li>• Delivery of Guidance Lessons based on campus needs</li></ul>
Individual Planning	<ul style="list-style-type: none"><li>• Individual student/parent conferences</li><li>• Academic programming/advisement</li><li>• Data interpretation/review (Grades, Course Credit, Graduation Plan, Test Scores, etc.)</li><li>• Scheduling</li><li>• Transition planning</li><li>• College and Career Readiness planning</li></ul>
Counseling (Intervention and Response Services)	<ul style="list-style-type: none"><li>• Individual social/emotional, academic, behavioral counseling</li><li>• Individual/Group Counseling</li><li>• Crisis Response</li></ul>

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	<ul style="list-style-type: none"><li>• Providing District and Community Resources</li><li>• Student Supports (MTSS)</li></ul>
System Support	<ul style="list-style-type: none"><li>• Committee membership/partnership in<ul style="list-style-type: none"><li>○ Campus Leadership Teams</li><li>○ Teacher/Staff Training</li><li>○ Parent/Teacher Consultations</li><li>○ SSSP Teams</li><li>○ MTSS Teams</li><li>○ LPAC Committees</li><li>○ Section 504 Committees</li></ul></li><li>• Other duties as assigned due to emergency or extenuating circumstances.</li></ul>

**Recommended Program Balance Service Distribution**

Component	Elementary (PK-5)	Middle School (6-8)	High School (9-12)
Guidance Curriculum	35-45%	35-40%	15-25%
Individual Planning	5-10%	15-25%	25-35%
Responsive Services	30-40%	30-40%	25-35%
System Support	10-15%	10-15%	15-20%

**School Counselor Duties – 20 Percent Rule**

Twenty (20) percent of a counselor's time may be spent with activities that include, but are not limited to, the following:

- Test Administrator
- Professional Development Support
- Hall Monitoring
- Principal duties, such as language translation services, chain of command coverage; 504 Chairperson (Secondary)
- Other duties as assigned due to emergency and/or extenuating circumstances. Upon resolution, counselors will resume their regular duties.

**Collaborative Duties**

Principals should conference regularly with school counselors to assign duties within the 80/20 percent rule a minimum of three times a year at the beginning, middle, and end of the year. When it is in the best interest of the students in the District, the campus administrator and the counselor may share dual roles when engaging in the following duties:

- Bullying Issues
- Master Scheduling
- Professional Development

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Collaborative duties may be assigned under the counselor's 80 percent and/or the counselor's 20 percent duties.

Whenever the counselor and principal are not in agreement, the Chief Administrative Officer and the Superintendent of Schools will collaborate on the next best steps.

**Exceptions to Counseling Duties**

A counselor shall not engage in the following duties:

- Test Coordinator
- Committee Chairperson (except as Section 504 Chairperson in Secondary Schools)
- Assigning or performing Disciplinary Consequences