



# A guideline for Establishing a New Guidance and Counseling Center in School

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## Abstract

Educational institutes have multiple roles to perform nowadays. To fulfil their roles professionally, need to be competent in their responsibilities towards their students inside and outside the classroom. One important role inside and outside the classroom is to provide guidance and counselling to students. This article has two aims. First, it discusses the importance of guidance and counselling for educational institutes. The second aim of this article is to investigate important components of guidance and counselling needs in educational institutes.

**Keywords:** Roles, Guidance, Counseling, Classroom

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## 1. INTRODUCTION

Schools are social systems which have numerous purposes to attain and the role of guidance and counselling is dynamic in shaping the discipline of the students. Guidance and counselling as the third force in education along with instruction, is an essential portion of educational structure. Guidance programs for secondary school students are planned to address the physical, emotional, social, vocational and academic difficulties of young student [3].

The UNESCO module on guidance and counselling also posited that Guidance is a program of services to individuals based on their needs and the influence of environmental factors [1].

But in Pakistan the concept of guidance and counseling is in rudimentary stage. The scenario is quite opposite in developed countries wherein educational and counseling is at full thrust, the students get benefit out of it. There are many reasons for the lack of guidance and counseling facilities in Pakistan such as law and order situation, inflation and political unrest. In Pakistan, educational counseling is a new idea. Only few educational institutions offer counseling services to students that too at university levels. Guidance and counselling services are important features in area supervision of persons in entire humanities [7].

Educate all students at an ever-high level of academic proficiency is a challenge. Leaving school before completing one's studies, violence, abuse and so many things are the real issues and have a considerable impact on students and the educational development. In the school level counseling program germinate positive result in the domain of that areas. In the school management reduce safety risk and improve educational achievements, decrease dropout, increase rid of obstacles to learning and develop study skills and introduce seminar on awareness about career and for that planning.

Numerous burdens enforced on the family, parents tend to have slight time with their children to provide the vital guidance [6].

## 2. AIMS OF GUIDANCE & COUNSELING CENTER IN A SCHOOL

To provide continuous help to student in following areas.

- In educational context, assist to select course of study.
- Help in discovering and developing their personalities, attitudes and behavior.
- To help in solving own and other problems.

- To guide and help in selection of career.
- To understand and know himself present and possible future situations.

### 3. OBJECTIVES OF GUIDANCE & COUNSELING CENTER IN A SCHOOL

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- Be independent, self-sufficient and balanced in personality and life.
- Become a useful person for self, family, school and society.
- Be able to choose career in right direction.
- In the school student counseling centers provide assisting services to maximize student's whole personality growth and development, in academic and personal and social problems and give path in challenges.
- Helping the students to recognize and determine their values, abilities, interest, skills and capacities and personality traits which will help them to chosen their careers and gear up them for the world of work and self-employment.
- The Guidance and counseling centers will provide opportunities for students to reach their full potentials in the all areas of life such as educational, vocational, social and emotional development

### 3. DESIGNING OF COUNSELING PROGRAM IN SCHOOL

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School management first designed to be a framework for developing school counseling center/committee with the help of this designed framework they will decide how and where to use human and material resources and developing a program. That designed program will meet the need of the school and students.

### 4. COMPONENTS OF COUNSELING PROGRAM IN SCHOOL

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For the effective counseling program development, there are certain conditions and needed. That are: -

#### 4.1 Program

- The counseling program should be meets all of the enfranchisements slandered.
- All stakeholder must have easy and equal access to the program.
- The program function in a subsidiary work environment and has sufficient budget and material.
- Management and administration of the institutes give priority and support the programs demand.
- Clearly defined school counselor responsibilities and used maximum counselor expertise
- Counselor should work cooperatively with all stakeholder and follows policies and standards of ethical regarding counseling.

#### 4.2 Academic Information

- Academic information needs to know the time period of classes.
- Know the enrollment of the students.

#### 4.3 Rules and Policy

- It is necessary to prepare policy for both counselor and student.
- Policy will be flexible both student and counselor.

#### 4.4 Management

- School counselor will integrate organizational process and will clearly represent and reflect of the school needs.
- At the beginning of the school year counselor will develop an agreement and will clearly define the organization of counseling program and what goals will be accomplishing.
- Student's data can be used to this program betterment and for student's benefits and will make action plan for presentation services.

- Counselor will 80% of his time in direct services with students and also counselor can be use master and weekly calendars to keep to encourage activities participation of stakeholders in school counseling program.

#### 4.5 Budget

- A counseling program is constituted to support program goals and objectives.
- Budget will have established at the two local level or district level as like other departments.
- Budget availability will be support the program's goals, equipment and material supplies.
- Material should be applicable to the program and set aside for the community.
- Budget should be allocated for the library media evaluation and selection of materials for the program.
- Material supplies and all relevant equipment should be easily accessible and enough quantity to support program.

#### 4.6 Facilities

- Accessibility of material should be easily and adequate space to organize.
- School counselor private office should be designed with mutation of students right of confidential and privacy.
- The school counselor should be have separate locking files system and telephone lines.

#### 4.7 Accountability

- School counselor for the effectiveness of the program will present reports on immediate basis which will be measurable students result after counseling and use data to show the impact of the counseling program on school improvement and students achievement.
- The performance of the counselor will be evaluate on basic standards which he/she has practice.

#### 4.8 Selection of Place

- Guidance & Counseling center should be located near to access of student and staff.
- Guidance & Counseling center should be located near to garden or within in a garden for pleasant environment.
- Guidance & Counseling center should be ground floor but not near to administration office.
- If center more than one counselor than room or cabin should be sound proof and separate, important material and equipment should available for all.

### 5. QUALIFICATION OF COUNSELOR

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Counselling as a qualified connection among a skilled Counsellor and client [2].

Counselor should have knowledge in following areas

- Psychology knowledge
- Personality knowledge
- Counseling techniques
- Researchable
- Professional degrees
- Tolerance
- Awareness
- Positive thinker
- Good behavior

- Adjustable

## 6. PROGRAM DEVELOPMENT CYCLE

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Counselling as a progressive procedure whereby people support others by inspiring their development [5]. Counselling is a procedure planned to support clients recognize and explain own opinions of their lifetime, and to learn to influence their self-determined aims through evocative, knowledgeable adoptions and a resolve difficulty of an emotional or relational nature. It trusts that all humanoid separate has the potential for self-growth, self-development and self-actualization. School counseling program have a cycle of development which is involve on five components [8].

### 6.1 Organizing

- Advisory committee establishment
- Review the counseling program with the committee.

### 6.2 Planning

- At the school side review data
- Established priorities and find out the needs of stakeholders
- Ascertain the needed resources

### 6.3 Designing

- Write down the plan on document form with the clean objectives goals and evaluation.
- Pay attention in special provisions for at risk students.
- Place the student's competencies.

### 6.4 Implementing

- Furnished and organized program of work
- Proceed a planned colander of activities.

### 6.5 Evaluating

- Evaluate whole program and attained and personal as well.
- Modify program as per need of program improvement.

## 7. BENEFITS OF COUNSELING CENTER IN SCHOOL

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All-inclusive and accountable counseling program can be beneficial for the stakeholders [10].

### 7.1 Benefits for Students

Counseling program will improve students' academic performance and success and will increase opportunities for career awareness and future planning. This program will help students to take decision and develop problem solving skills.

### 7.2 Benefits for Parents

Counseling program for schools can help parents and support regarding their child's educational development and gives opportunities to take part in their child's career development. Interaction between school and parents will increase through counseling program or centers.

### 7.3 Benefits for Teachers

At teachers' level counseling program in school will help to build healthy and understandable relationship between students and teachers, teachers and parents and among school counselor and teachers [4].

Provide a path to combine effort to addresses educational goals and will provide direct support to teaches for the improve students' performance and classroom.

## 8. REFERENCES

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