Profile of a High School Counseling Program

Name: ___________________________ School: ___________________________

Individual Student Planning:
- Conduct individual planning to include goal setting and future aspiration
- Assist students with FAFSA/TASFA, scholarships, college application, etc.
- Meet with at-risk students who are failing at the end of each six weeks
- Complete endorsements plans for all students
- Assist and facilitate course scheduling in Naviance for all students
- Review all students/senior records review (SRR)
- Assist students in enrolling in Reconnection, summer school, evening school, IGC, etc.

Guidance:
- Dates and topics for SEVEN (7) different lessons for classroom guidance
  - Student Handbook/Counselor Orientation
  - Anti-Harassment (Bullying & Cyber-bullying), Internet Safety (CIPA)
  - Anti-Victimization (Teen Dating Violence)
  - Career/Postsecondary Education
  - Teen Dating Violence Presentation
  - Suicide Prevention
  - Wellness
  - Any additional lessons based on outcomes of campus needs assessment

Responsive Services:
- Individual counseling/ongoing throughout the year
- Individual/group counseling for students who are failing each six weeks
- Conduct one group for each counselor each semester
- Complete referrals to district and outside agencies
- Complete SRA/RVQ as needed

System Support:
- Conduct a faculty orientation to counseling program
- Conduct a campuswide needs assessment
- Create a Principal/Counselor Agreement with goals and intervention
- Form a Scholarship Committee – meets three (3) times a year
- Create a campus program calendar
- Complete a daily log for counseling notes
- Conduct professional development training for staff on Suicide and Anti-bullying Awareness
- Maintain 21 hours of professional development
- Meet with regularly scheduled meetings with administrators, teachers & other counselors, monthly or weekly
- Attend vertical planning meetings with feeder schools— one each semester
- Conduct Guidance Advisory Committee meetings—three (3) times throughout the year
- Conduct an annual evaluation of counseling program with Guidance Advisory Committee—in May

Parent Meetings:
- Conduct parent orientation to counseling program
- Conduct two (2) parent meetings based on needs assessment—one each semester
- Conduct one parent meetings on the importance of Higher Education—one each semester
- Conduct transition to high school parent meeting for incoming 9th-graders
- Conduct social emotional learning training based on the campus needs assessment

Schoolwide Activities:
- Career Day or other career activities
- Schoolwide Higher Education activities
  - Organize college fairs for students—Districtwide College Fair, TX. Scholars, Aggie Rally, United Way College Fair, Las Llaves, etc.
  - Organize FAFSA/TASFA activities
  - Organize College Application Day
  - Organize College Exam Day
  - Develop communication for Scholarship Updates
- Other schoolwide activities:
  - At-Risk Personal Graduation Plan (Sept – Dec)
  - Gen TX: Education Go Get It Week (Sept)
  - Red Ribbon Week (Oct.)
  - Character Counts activities (Oct.)
  - Anti-Bullying initiatives (Nov.)
  - Kindness Week (Feb.)
  - National School Counseling Week (Feb.)
  - Teen Dating Violence Initiative (Feb)
  - No One Eats Alone Initiative (Feb)
  - Endorsement Personal Graduation Plan (Feb – April)
  - Transition Planning (Feb. – April)
Lead Counselor Additional Activities:
- Work an additional ten (10) days prior to the HS counselor’s contract to assist with summer graduation, review all summer school grades, and to check on students’ schedules for the new school year, etc.
- Serve as the communication liaison for the counseling team in the campus leadership team and other campus meetings
- Serve as the “go-to” person for district communications or district meetings
- Facilitate Schoolwide Activities and delegates responsibilities to the counseling team
- Attend Leadership Academy each month with Counseling Services
- Assist with the records and communication about summer school graduation
- Assist with completing the “Final” May Graduation List
- Submit the “Final” May Graduation List
- Assist with the organization of the Individual Graduation Committee (IGC) Binder