



## WHAT KJH SCHOOL COUNSELORS DO IN A YEAR

### Plan for College and Career Readiness (CCR)

- Transitions Planning
  - Coordinate with Burton Elementary, Kaysville Elementary, Windridge Elementary, and Columbia Elementary for incoming 7<sup>th</sup> grade student registration and individual student transition issues
  - Register 1,000+ students each year, including 100+ new students
  - Assist Davis and Farmington High Schools with the registration of all 9<sup>th</sup> grade students and individual student transition issues
  - Register students for online courses through Davis Digital Learning and Utah Students Connect
  - Coordinate tour of Davis Technical College (DTC)
- Individual or small-group review
  - Teach parents and students to use Utah Futures for college and career planning
  - Review test data from Encore to help students
  - Complete the SLAP form for ESL students
  - Coordinate with the DSD Indian Education Program to arrange Meet & Greet for students
- Individual or small-group advisement
  - Meet with 367 incoming 7<sup>th</sup> grade individual students and parents for CCR appointments
  - Meet with 324 9<sup>th</sup> grade individual students and parents for CCR appointments
  - Advise and complete 300+ schedule changes
  - Explain high school graduation requirements, DTC opportunities, scholarships, CE and AP courses, college admissions index scores, and ACT testing to students and parents
- Parent/student meetings
  - Inform parents and students of other educational opportunities including online coursework, packets, charter schools, state online programs, etc.
  - Communicate with at least 200 parents per term concerning a variety of issues including classes, teachers, friendship, self-harm, suicide, family issues, anxiety, depression, bullying, grief, etc.
  - Available during scheduled Parent Teacher Conferences



**KJH Counselor to Student Ratio is 1:423**

**per Utah Board Rule R277-462, the recommended ratio is 1:350**



## Prevention and Intervention

- Collaboration
  - Work with school administration, teachers, and parents to help with individual student issues, including gathering information, participating in weekly LCMT meetings, and identifying students and families in need of holiday financial help
  - Counselors serve on school committees including Community Council, SEL Committee, and Restorative Discipline Committee and participate in weekly Office Staff Meetings
  - Work with district administration concerning variance requests and other placement issues
  - Assist district with internet safety issues
  - Meet with students, parents, and administration for attendance meetings
  - Complete data project
- Individual and Small-Group Counseling
  - Available to help students with anxiety, depression, friendship, bullying, abuse, self-harm, suicide threat and ideation, family issues, death of a family member or pet, education issues, locker trouble, organization difficulty, self-esteem issues, interpersonal conflict, class, and teacher issues.
  - Meet with students to encourage academic success, including academic remediation and U makeup
  - Meet with 100+ students and/or parents concerning suicide ideation or self-harm
  - Meet with students to teach organization skills, time management, note taking, writing, goal setting, and test-taking skills
  - Work with students who are ill or injured to keep up with their education
  - Provide students and parents with failing grade notification at midterm and end of term
- Referral Resources
  - Provide resource referrals for students, families, teachers, and school administration concerning academic, mental health, and other concerns
  - Work with Student Resource Officer concerning student issues
  - Report abuse and work with Utah State Child Protective Services
- Crisis Counseling
  - Meet with students, notify parents, and provide appropriate resource referrals for a variety of crisis situations
  - Assist DSD Crisis Response Team when dispatched to our school
  - Respond to SafeUT tips



## Collaborative Classroom Instruction

- Classroom Instruction
  - Teach lessons in 7<sup>th</sup> grade CCA classes
    - Stress Management Strategies
    - Exploring Financial Needs and Costs of Education Programs
    - Designing a Plan of Study to Align with Career and Educational Interests and Registration
  - Teach lessons in 8<sup>th</sup> grades classes
    - Suicide Awareness
    - Registration
  - Teach lessons in 9<sup>th</sup> grade classes
    - ACT Practice Test
- Parent Workshops and Instruction
  - 7<sup>th</sup> Grade Parent Orientation
  - 9<sup>th</sup> Grade ACT Practice Testing Information and Results Interpretation
  - Monthly Counseling Newsletter with school information and community resources
  - Help Students with career exploration by providing assessments for students and parents
- Additional Academic Activities
  - Honors Night: Assist with recognizing 9<sup>th</sup> grade students and their achievement
  - Honors Social: Certificates of recognition and donuts for 650+ students each term
  - 7<sup>th</sup> Grade Orientation
  - Assist in administration of AP Testing

## Systemic Management

- Program Management and Operations
  - Observations by KJH administration
  - Maintain record of counseling activities that align with USBE Utah College and Career Readiness school Counseling Program Standards and Assurances
  - Observation and accreditation by district every 3 years
  - Observation and accreditation by USBE every 6 years
  - Submit annual Board Report with data on Individual and Group CCRs with percentages of students and parents attending
- Professional Development
  - Attend monthly district trainings
  - Participate in district Encore training
  - Attend trainings concerning child abuse, suicide prevention, etc.
  - Participate in school-level professional development
  - Complete Professional School Counselor license renewal every 5 years
- Technology Use to Promote School Counseling
  - Maintain Counseling Center Webpage
  - Use email to distribute monthly counseling newsletter
  - Collects data from stakeholders through online Needs Assessment

