

2020-2021 Counseling Department Division of Responsibilities

Shanna Coleman A-Cr	Staci Jolley Cu-Hi	Tony Smith Ho-Mi	Alan Porter Mo-Sm	Andrea Holbrook Sn-Z
<ul style="list-style-type: none"> • Data Surveys/Projects • Website • UCAW • College Tour • FAFSA • CCR Pamphlet • Scholarship Committee • Media • I.T. Committee • Course Catalog 	<ul style="list-style-type: none"> • Dept. Chair • Junior High Liason • State ACT • ACT Prep • New Student Welcome 	<ul style="list-style-type: none"> • PSAT • Soph CCR • Guidance Curriculum • Senior Visits • HOPE Squad • Military/ASVAB • Group Counseling Facilitator 	<ul style="list-style-type: none"> • Course Requests • NCAA • Dropout Prevention • JSSC • Class Change Night • AP Assistant • Scheduling • SPED Rep. 	<ul style="list-style-type: none"> • AP Coordinator • ACT Assistant • Faculty Appreciation • Dept. Luncheons • Community Council
Scholarship Advisor: Natasha Loveless – Scholarship advising, UCAW, College Tour, FAFSA				

Shared Responsibilities

<ul style="list-style-type: none"> • Academic recognition • AP testing assistance • Attendance awareness • CCGP Review data/file • Classroom presentations • College and Career Readiness (CCRs) • Community resource connection • Counseling staff meetings • Course input, requests, registration • Credit recovery and make-up options • Crisis counseling, intervention, & resources • Base Camp/Edgenuity 	<ul style="list-style-type: none"> • District counselor meetings and training • Dropout prevention • Graduation tracking • Group counseling • Guidance curriculum • Individual 504 management and referral • Individual counseling • Local Case Management Team • New student schedules and orientation • Parent/Teacher/Student mediation meetings • Promotion of advanced courses (CE, AP) 	<ul style="list-style-type: none"> • Promotion of diversity and related programs • Promotion of technical training and programs (DTC) • Scholarship assistance • Senior graduation tracking letters (quarterly) • SPED IEP referrals • Student scheduling • Teacher referrals • College application assistance • Utah College Application Week activities • Utah Students Connect testing
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