

General Overview of School Counseling Responsibilities

Academic	Social/Emotional	Career
Scheduling - facilitate discussions about necessary schedule adjustments, meeting NCAA and college/career route requirements	Recognize and respond to student mental health warning signs, combat mental health stigma, and promote mental wellness for all	Coordinate opportunities for students to learn about post-secondary options: College fairs, college, career, and military representatives, online resources - Naviance, MCIS
Course registration assistance to ensure students register for courses that will best build the skills and knowledge needed to be successful in their post-secondary plans	Individual short-term counseling services with the intent of helping the student return to the classroom and removing barriers to learning	World's Best Workforce college and career readiness graduation requirement implementation
504 plan coordination - creating and managing plans	Referrals for mental health and chemical health services	Personalized Learning Plan (PLP) monitoring
Credit monitoring of all students to ensure timely graduation plans - coordinate credit recovery options, if needed	Deliver curriculum to every Freshman Seminar that proactively enhances awareness of mental health; promotes positive, healthy behaviors; and seeks to remove the stigma associated with mental health issues	Individual student meetings to discuss post-secondary planning - share/research up-to-date information, discuss goals, consider all routes to reach goals
Assist students/families with navigating school choice options - PSEO, online learning, homeschooling	Collaboration with parents, teachers, and staff to support and advocate for student needs	College application processing - letters of recommendation, transcripts, scholarships
New student transition	Facilitate small groups based on student needs	Promote Scholarships and financial options to students and families
AVID - provide classrooms lessons and support at each grade level as prescribed by AVID curriculum	Truancy - outreach with families, community agencies, and school stakeholders	Promote the Rotary STRIVE Scholarship Program
Deliver World's Best Workforce Plan at each grade level to assist every student with College and Career Readiness information and options.	Serve on Student Assistance Team, that encompasses a range of supports that cater to the student's learning, social, emotional, and behavioral needs	
School Assessment Coordinators - organize Pre-ACT, ACT, AP, PSAT, and ASVAB; and assist with MCAs	Collaboration and coordination with community and high school mental and chemical health services to promote access to these resources	
Identify and address barriers to learning through student support team referrals	Mandated reporting of student safety concerns to parents/guardians or county officials	
Promoting academic support resources and strategies with students and families	Provide responsive crisis interventions for individuals and groups	

	Manage "Change to Chill" resources	
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Individual Counselor Responsibilities			
Dawn Peanasky (A-D)	Emma Balow (E-K)	Faith Ahmed (L-Q)	Michelle Breun (R-Z)
AP coordinator	Pre-ACT coordinator	ACT State and National test dates coordinator	PSAT coordinator
MSAD/MSAB liaison	FHS Equity Team representative	ASVAB coordinator	Naviance Student lead
District Advisory representative	Minnesota State University Mankato concurrent enrollment liaison	Southwest Minnesota State University concurrent enrollment liaison	Vermillion Community College concurrent enrollment liaison
FPS Mental Health Advisory representative	FHS Continuous Improvement Team representative	Link Crew advisor	Link Crew advisor
Department Chair	South Central College liaison	Peer tutoring coordinator	Peer tutoring coordinator
			Department Chair
			Infinity Online liaison
			FPS Mental Health Advisory representative