

2021-22 FHS Counselors Responsibilities

Shanna Coleman: A-Ch

- Data Surveys/Projects
- Website
- UCAW
- College Tour
- FAFSA
- CCR Pamphlet
- Media
- I.T. Committee
- Course Catalog

Staci Jolley: Ci-G

- Dept. Chair
- State ACT
- ACT Prep
- Jr. High Liaison
- Community Council
- JSSC
- Edgenuity

Tony Smith: H-Lo

- PSAT
- Soph CCR
- Guidance Curriculum
- MAPS Coordinator
- HOPE Squad
- Military/ASVAB
- Group Counseling Coordinator

Alan Porter: Lu-P

- **Course Requests**
- **NCAA**
- **Dropout Prevention/Base Camp**
- **Class Change Night**
- **Facility Scheduling**

Andrea Holbrook: Q-T

- **AP Coordinator**
- **ACT Assistant**
- **Faculty Appreciation**
- **Dept. Lunches**
- **JSSC**

Nan Haney: U-Z

- **SPED Liaison**
- **Scholarship Committee**
- **AP Assistant**
- **New Student Welcome**
- **REMIND App**

Shared Responsibilities

- **Academic recognition**
- **AP testing assistance**
- **Attendance awareness**
- **CCGP Review data/file**
- **Classroom presentations**
- **College and Career Readiness (CCRs)**
- **College application assistance**
- **Community resource connection**
- **Counseling staff meetings**
- **Course input, requests, registration**
- **Credit recovery and make-up options**
- **Crisis counseling, intervention, & resources**
- **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)**
- **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**
- **Utah College Application Week activities**