

Academic

Direct Student Services

- Provides individual and group counseling to support academic success
- Meets with students/parents to address retention concerns
- Identify students through child find procedures to be screened for gifted services
- Coordinates gifted referrals
- Participates on the Dial 4 Kindergarten screening team
- Contacts parents to discuss Dial 4 Kindergarten screening results
- Presents at Kindergarten Orientation and meets with parents
- Implements the elementary guidance curriculum by visiting each classroom at least twice each year
- Responds to faculty requests for specific guidance lessons based on the class needs
- Meets new students coming into the District to acclimate them to the building

Indirect Student Services

- Coordinates pre-referrals for Special Education evaluations
- Collaborates with teachers, school psychologist, principal regarding special education referrals
- Collaborates with teachers to create behavior interventions
- Conducts observations for school psychologist for student evaluations
- Collaborates with Special Education Director to facilitate/coordinate 504 Plans
- Reviews records of new students to identify academic need
- Attends parent/teacher conferences to address academic concerns
- Communicates with principal, faculty, parents and staff regarding students' needs
- Acts as a resource person for faculty, staff and parents
- Provides referrals to outside agencies and special programs to address student needs

Career

Direct Student Services

- Addresses career awareness and the world of work by providing guidance lessons to each classroom at least once per year
- Converses with students about career aspirations in relation to goal-setting during individual counseling sessions

Indirect Student Services

- Collaborates with Technology teachers to ensure PA Career Education and Work Standards and tasks are completed and uploaded to Naviance
- Provides technical support for teachers regarding Naviance (for career standards)
- Reports to Principal regarding data for Naviance task completion

Personal/Social

Direct Student Services

- Provides individual/small group counseling in regards to social, emotional, and personal issues
- Assists with transition to middle school

- Assists with transition to Kindergarten
- Facilitates use of decision making/coping skills
- Serves on or leads Student Assistance Program (SAP Team) /Crisis Response Team
- Plans and works together with administration and faculty for students identified as at-risk
- Coordinate and facilitate Inside Out (sexual abuse prevention) program for 4th grade students
- Provides structured, goal oriented counseling sessions to students who display issues that cause a barrier to their educational success. These issues may fall in the following areas, including but not limited to:
 - o Achievement in the classroom
 - o Academic failures
 - o Family problems
 - o Peer/relationship issues, including bullying
 - o Attendance/behavior problems

Indirect Student Service

- Consult, coordinate and refer to community specialists
- Coordinates pre-referrals for Special Education evaluations
- Collaborates with Special Education Director to facilitate/coordinate 504 Plans
- Create relationships between students and School Social Worker when needed/appropriate for both individual and group mental health services
- Link students to community/school based mental health services if/when appropriate
TASD currently partners with the following outside agencies for both in school and community based services:
 - o Centerville Clinics
 - o Associates in Wellness and Counseling

- Serves on PBIS team
- Acts as a mandated reporter
- Partners with Salvation Army to provide weekend food bags for students in need
- Partners with Washington Drug and Alcohol Commission Inc to provide students the Protecting You, Protecting Me (drug and alcohol prevention) program
- Partners with Big Brothers/Big Sisters organization to provide mentorship for students in need of supports
- Collaborates with BluePrints to provide support for students dealing with truancy issues
- Participates on the IEP team
- Maintains school counseling website

System Support

- Advises principals on student composition of homerooms
- Assist principal with the organization, distribution, and collection of standardized testing materials
- Assist principal with maintaining the orderly function of the school building
- Provides support to the school-wide system through participation on various committees
- Manages student records through the student data system
- Identify, create and manage relationships between both inside and outside mental health services for our students serving as the lead role collaborator
- Data sharing
- Implements elementary school counseling curriculum according to ASCA
- Serves as a resource for faculty, staff, students, and parents
- Provides counseling to “every student, every year”
- Attends team, teacher, or parent meetings/conferences when appropriate
- Communicates with principal, faculty, parents, and staff regarding students’ needs
- Equally available to all students, as determined by schedule
- Advocates for all students