

School Counseling Office - Responsibilities 2024-2025

Staff	Extension
Mrs. Laura Moses A-D	654 - 2219
Mrs. Cait Hewitt E-K	654 - 2220
Mr. Jon Putt L-Q	654 - 2264
Mrs. Caitlin Robinson R-Z	654 - 2224

Staff	Extension
Mrs. Karen Seegren	654 - 2207
Mrs. Kelley Arthur	654 - 2211
Mrs. Kristin DeVincent	654 - 2221
Mr. Pete Lester	654 - 2284

Laura Moses Students A-D

504 Case Manager
 ASVAB
 Website
 SIT Committee Representative
 Camp Hashawha Advisor
 Master Schedule

Caitlyn Hewitt Students E-K

504 Case Manager
 Peer Advisor / Coordinator
 ESOL Students:
 ESOL Enrollment
 ESOL Caseload
 FAFSA Coordinator

Jon Putt Students L-Q

504 Case Manager
 Counseling Department Chairperson
 Crisis Team Chairperson
 Master Schedule
 PSAT & PSAT Pre-Administration
 Dual Enrollment Coordinator
 8th Grade Course Selection
 Senior Survey Data
 LFI Student Schedules
 School Profile Updates

Caitlin Robinson Students R-Z

504 Case Manager
 PSAT & PSAT Pre-Administration
 Exchange Student Coordinator / Counselor
 College Fair
 Community / School & Dept Awards
 Crisis Team Co-Chair

Kristen DeVincent Career Coordinator

Senior Presentation Coordinator
 Mock Interview Coordinator
 Master Schedule Consultation

Pete Lester Student Support Facilitator

504 Case Manager
 SST Chairperson
 HTA Transition & Support
 Suspension Liaison
 FARMS Resource Coordinator
 Student Support & Peer Tutoring

Karen Seegren – Counseling Secretary

Career Connections Clerical
 School Messenger Announcements
 AP & PSAT Registration
 Home & Hospital Lead Contact
 Master Schedule Assist
 Counseling Office Website updates
 Transcripts – current students
 Senior Survey Data (Central Office)
 School & Department Awards Ceremony
 Student Recognitions / Yearlong (Principal)
 504 Distribution / Meeting Liaison

Kelley Arthur – Counseling Secretary

Assist with ASVAB
 Assist with Field Trips
 Organization of AP Materials
 Bulletin Boards (Café)
 Camp Hashawha Coordinator
 FARMS Co-Coordinator
 Staff College Program
 Hospitality Coordinator
 Scholarship Coordinator
 Community Awards Ceremony
 Dual Enrollment Support

Shared Responsibility (Seegren / Arthur):

SAT/PSAT/AP/ACT Fee Waivers
 CCTC & CCC Application reminder
 College / Military In-House Visits
 ECP Updating (Course Requests for 25/26)
 Homework requests
 Scheduling Meetings