

HIGH SCHOOL COUNSELOR MONTHLY MAPS - BY SERVICE RESPONSIBILITY

BROWN=Training/PD **GREEN**= Events To Be Scheduled & Planned

August

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide training to campus teachers & staff (see each service area for training needs) <input type="checkbox"/> Assign caseloads & responsibilities to counseling team (Principal approval needed) <input type="checkbox"/> Calendar Needs Assessment dates, times, audience <input type="checkbox"/> Calendar Guidance Advisory Committee (GAC) meetings; identifies team members <input type="checkbox"/> Begin planning for the annual Counseling Program Calendar <input type="checkbox"/> Calendar parent meetings: post-secondary education (2); prevention & intervention strategies; any others based on campus needs <input type="checkbox"/> Participate with campus leadership team to conduct Campus Improvement Plan (CIP) review & refinement <input type="checkbox"/> Assist with enrollment & new parent/student orientation 	<ul style="list-style-type: none"> <input type="checkbox"/> Review & refine written student referral process to the counselor. Train teachers & staff on process. <input type="checkbox"/> Calendar check-in dates the first 2 weeks of school to follow-up with students who were referred the previous school year to counselor. (Notify new school to initiate follow-up if student has moved) <input type="checkbox"/> Verify contact information of outside support agencies & any changes in policy or procedures <input type="checkbox"/> Meet with campus support teams & personnel to coordinate service plans (nurse, SpEd, psychologist, diagnostician, dyslexia coordinator, campus Discipline Coordinator, CRC) <input type="checkbox"/> With Campus Instructional Leadership Team (CILT) and the GAC, identify needed guidance groups and potential students <input type="checkbox"/> Identify and schedule 11th/12th grade students to Reconnection for recovery of course credit due to attendance, course failure
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Assist with training on student progress monitoring documentation & support (Multi-tiered Systems of Support (MTSS) process, SST, & SpEd referral process) <input type="checkbox"/> Calendar counselor vertical team meetings <input type="checkbox"/> Calendar 8th grade parent/student meetings on transition to HS (choice sheets) <input type="checkbox"/> Calendar special event weeks: Career activities, Character Counts week, Go-Get-It week, etc. <input type="checkbox"/> Calendar parent meetings for training in understanding & interpreting assessment data; MTSS process; SST referral process; Advanced Placement 	<ul style="list-style-type: none"> <input type="checkbox"/> Develops & trains teachers & staff on school-wide mentoring or student leadership program <input type="checkbox"/> Calendar guidance lessons for each class & month for the year (7) <input type="checkbox"/> Calendar Character Counts activities & Anti-Bullying activities <input type="checkbox"/> Plans programs in alignment with campus needs & district/campus calendar as part of the Coordinated School Health Team <input type="checkbox"/> Create implementation system for Character Counts throughout school year
<p>Professional Development/Training:</p> <ul style="list-style-type: none"> • New Counselor Orientation – Mountain View College (Aug 10) • First Day of School (Aug 20) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • Agenda from professional development attended • Teacher/Staff Campus Training presented: Agendas, Sign-in, copies of materials/PowerPoint, etc. 	

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September

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with Gifted & Talented (GT) Committee monthly to identify, admit, exit <input type="checkbox"/> Provide overview of Counseling Service at campus SBDM & PTA meeting <input type="checkbox"/> Facilitate Guidance Advisory Committee (GAC) to complete needs assessment & develop plan (by 2nd week of September) <input type="checkbox"/> Meet with Principal to develop goals and personal plans of action 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Attendance Committee meetings each six weeks; meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Identify Counseling Groups; contact parents; begin groups (2nd week of September) (4-6 weeks) <input type="checkbox"/> Schedule students to reconnection for Credit recovery <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Finalize plans for Education Go-Get-It Week (speakers, activities-teachers & students) <input type="checkbox"/> Facilitate Education Go-Get-It Week activities (2nd week of September) <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all returning students who had been referred the previous year to check in <input type="checkbox"/> <i>Meet with all 12th grade students to provide post-secondary checklist: FASFA/TASFA, Texas Common Application, Scholarships</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin classroom guidance lessons (first week of September): Goal: At least 1 guidance lesson presented to every assigned class <input type="checkbox"/> Plan Character Counts activities (3rd week of October) <input type="checkbox"/> Plan Red Ribbon Week activities (4th week of October)
<p>Education Go-Get-It Week</p> <p>Professional Development/Training:</p> <ul style="list-style-type: none"> • Vertical Team meeting with feeder school counselors to share mission, priorities, and goals and plan joint events (Training) 2.0 • High School Opening Meeting (Sept 6) • New M.S. & H.S. Counselors Meeting (Sept 12) • Postsecondary Meeting- ACT (Sept 18) • Districtwide College Fair 5:30-8:30 (Sept 19) • Student referral process (MTSS Training- Sept 4-7, register in CornerStone) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Registration for SAT Testing Date- Oct 6 (Testing Date: Sept 7) • Registration for ACT Testing Date- Oct 27 (Testing Date: Sept 28) • (Campus) Counseling Program - Yearlong Calendar in alignment with Campus Improvement Plan: <i>Aligned to Campus Improvement Plan (Submit draft to Principal)</i> • Planning for Success Conference with Principal/Appraiser <u>(due by end of October)</u> • Principal-Counselor Agreement <u>(completed & signed by end of October)</u> <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • Counseling Program Yearlong Calendar: Activities, Events, Compliance Checkpoints, State & Local Testing Dates, & Other Responsibilities as Assigned (Due by end of October) • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Plan Red Ribbon Activities • Parent, Teacher, Student Orientations: Agendas, Sign-in, copies of materials/PowerPoint, etc. • Education Go-Get-It Week: Summary & details of events • Character Counts and Anti-Bullying Action Plan 	

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October

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/ SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide higher education awareness & post-secondary planning for success at campus PTA meeting <input type="checkbox"/> Present “Class Meetings” for parents & students with assigned administrators, topics: Post-secondary, Absences, Credits, GPA & transcripts, extracurricular, PSAT/SAT/ACT/EOC, understanding assessment results 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Continue Counseling Groups (4-6 weeks) <input type="checkbox"/> Monitor students assigned to reconnection <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> <i>Meet with all 12th grade students to provide post-secondary checklist: FASFA/TASFA, Texas Common Application, Scholarships</i> <input type="checkbox"/> Meet with parents during Parent/Teacher conference night <input type="checkbox"/> COMPLETE: Senior transcript review 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class <input type="checkbox"/> Finalize plans for Character Counts Week (speakers, activities-teachers & students) <input type="checkbox"/> Facilitate Red Ribbon Week activities (4th week of October) <input type="checkbox"/> Plan for Anti-Bullying Week in November
<p>Character Counts! Week Red Ribbon Week</p> <p>Professional Development/Training: (Secondary Fair Day/Elementary Professional Development Day) 7.5</p> <ul style="list-style-type: none"> • New High School Counselor Meeting (Oct 9) • Secondary PD- Trauma & Health 1st day Training (Oct 12) • Postsecondary Meeting (Oct 18) • Leadership Academy Meeting- Selected (Oct- 24) • Connection Meetings- Optional (Oct 26) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Senior Records Review all month • Registration for SAT Testing- Oct 5 (Testing Date: Nov 3) • SAT Testing Date (Oct 6) • ACT Testing Date (Oct 27) • Review of 1st Six Weeks absences, discipline events, MTSS, & SST referrals (Review with Leadership Team) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Parent Contact Log • Parent & Student Service Log • Character Counts Week & Red Ribbon Week Overviews: Summary with details of activities • Presentation for parents on Higher Education: Agendas, Sign-in, copies of materials/PowerPoint, etc. • Presentation for parents for Class Meetings: Agendas, Sign-in, copies of materials/PowerPoint, etc. • Character Counts Overview for Character Counts Week & Red Ribbon Week: Summary with details of activities 	

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November

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Begin planning for Discover Dallas ISD events (information for Booth) <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide overview of campus program options/magnet/choice school application process at own campus PTA meeting & MS feeder PTA meetings <input type="checkbox"/> Plan Open House for MS and community for next year enrollment 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Continue Counseling Groups (4-6 weeks) <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all 12th grade students to provide post-secondary checklist: FASFA/TASFA, Texas Common Application, Scholarships <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> COMPLETE: Junior transcript review <input type="checkbox"/> Plan for student planning conferences for course selection on PowerSchool 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class <input type="checkbox"/> Provide professional development to teachers & staff: Social justice advocacy & creating an inclusive environment <input type="checkbox"/> Monitor students assigned to reconnection <input type="checkbox"/> Finalize Anti-bullying week activities (3rd week of November)
<p>Generation Texas College Application & Awareness Month Anti-Bullying Week</p> <p>Professional Development/Training:</p> <ul style="list-style-type: none"> ● Lone Star State School Counselor (LSSSCA) Conference (Nov. 4-6) Frisco, TX ● Texas Counseling Association (TCA) Professional Growth Conference (Nov. 14-17) Dallas, TX ● Postsecondary Meeting (Nov 28) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> ● Review of 2nd Six Weeks absences, discipline events, MTSS, & SST referrals (Review with Principal) ● Registration for SAT Testing- Nov 2 (Testing Date: Dec 1) ● Registration for ACT Testing Date- Nov 2 (Testing Date: Dec 8) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> ● MTSS/SST agendas ● Guidance Lesson: Lesson plan & monthly presentation schedule ● Counseling Group monthly schedule ● Parent Contact Log ● Parent & Student Service Log ● Presentation for parents on DISD School Choice: Agendas, Sign-in, copies of materials/PowerPoint, etc. ● Anti-Bullying Week: Summary & details of events (Nov 12-16) ● Presentation to teachers & staff on social justice advocacy, anti-bullying, & SEL: Agendas, Sign-in, copies of materials/ PowerPoint, etc. 	

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December

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide assistance with testing <input type="checkbox"/> Facilitate Open House for MS & community <input type="checkbox"/> Provide Power School overview for parents, teachers, & staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Continue Counseling Groups (4-6 weeks) <input type="checkbox"/> Monitor students assigned to reconnection <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> Meet with 12th grade students who have not completed FASFA/TASFA, Texas Common Application, Scholarships <input type="checkbox"/> Begin course selection for next school year (MS & 11th grade students first) 	<ul style="list-style-type: none"> <input type="checkbox"/> Plan 2nd semester guidance calendar with campus leadership team <input type="checkbox"/> Continue 1st semester classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class (Each class must have had at least 4 guidance lessons)
<p>Professional Development/Training:</p> <ul style="list-style-type: none"> • Leadership Academy Meeting- Selected (Dec 5) • Connection Meeting- Optional (Dec 6) • High School New Counselor Meeting (Dec 11) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • FASFA/TASFA, Texas Common Application, Scholarships (Goal=30%) • Prepare for SCEI Mid-year conference • SAT Testing Date (Dec 1) • ACT Testing Date (Dec 8) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Parent Contact Log • Parent & Student Service Log • Presentation for Open House: Agendas, materials, PowerPoint, sign-in • Presentation on PowerSchool for current 8th-11th grade parents & students: Agendas, materials, sign-in, etc. 	

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January

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Meet with the Guidance Advisory Committee (GAC) to review & evaluate Campus Counseling Plan for 1st semester. Make adjusts as needed to successfully accomplish plan for 2nd semester. Present 2nd semester plan to Principal. <input type="checkbox"/> Recruit incoming 9th graders for ECHS: participate in the application process <input type="checkbox"/> Calendar Individual Graduation Committee (IGC) meetings <input type="checkbox"/> Present PowerSchool process to staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Identify students to participate in fourth round of Counseling Groups. Contact parents. Begin groups by 3rd week of January (4-6 weeks) <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral <input type="checkbox"/> Schedule all 11th/12th grade students in Reconnection for recovery of credit due to course failure
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> Meet with 12th grade students who have not completed FASFA/TASFA, Texas Common Application, Scholarships <input type="checkbox"/> Attend Parent/Teacher Conference Night & meet with parents/students <input type="checkbox"/> Continue course selection for next school year (10th grade students) 	<ul style="list-style-type: none"> <input type="checkbox"/> Share guidance calendar with teachers & staff <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class <input type="checkbox"/> Prepare for National School Counseling Week (1st week of February) <input type="checkbox"/> Plan Random Acts of Kindness Week activities (2nd full week of February)
<p>Professional Development/Training:</p> <ul style="list-style-type: none"> • Own the Turf- All counselors (Jan 11) • High School Postsecondary Meeting (Jan 30) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Campus Guidance Advisory Committee meeting to review & evaluate Campus Counseling Program for 1st semester & make adjustments to meet goals. • Review of 1st semester absences, discipline events, MTSS, & SST referrals (Review with Principal) • Review Midyear Conference (Due end of January) • Registration for ACT Testing Date- Jan 11 (Testing Date: Feb 9) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Parent Contact Log • Parent & Student Service Log • Presentation for staff on Power School: Agendas, Sign-in, copies of materials/PowerPoint, etc. • List of students who qualify for IGC 	

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February

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide higher education awareness & post-secondary planning for success at campus PTA meeting <input type="checkbox"/> Present "Class Meetings" for parents & students with assigned administrators, topics: Post-secondary, Absences, Credits, GPA & transcripts, extracurricular, PSAT/SAT/ACT/EOC understanding assessment results 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Continue Counseling Groups (4-6 weeks) <input type="checkbox"/> Monitor students assigned to reconnection <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> Meet with 12th grade students who have not completed FASFA/TASFA, Texas Common Application, Scholarships <input type="checkbox"/> Complete course selection for next school year (all students: 8th-11th) 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class <input type="checkbox"/> Facilitate National School Counseling Week (1st full week of February) <input type="checkbox"/> Facilitate Random Acts of Kindness Week activities (2nd full week of February)
<p>Teen Dating Violence Awareness Month National School Counseling Week National Random Acts of Kindness Week</p> <p>Professional Development/Training:</p> <ul style="list-style-type: none"> • Postsecondary Meeting (Feb 14) • TSCA Conference: February 18-20) Galveston, TX <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Review of 4th Six Weeks absences, discipline events, MTSS, & SST referrals (Review with Principal) • Registration for SAT Testing- Feb 8 (Testing Date: Mar 9) • ACT Testing Date (Feb 9) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Teen Dating Violence Prevention and Awareness Month • National School Counseling Week (Feb. 4-8) • National Random Acts of Kindness Week (Feb. 11-17) • Texas Scholars College Fair – Mt. View College (Feb 15) • Parent & Student Service Log • PGP's & course selection completed & signed (by parent) • Presentation for Class Meetings & PTA: Agendas, materials, PowerPoints, sign-ins • Random Acts Week & National School Counseling Week overview: Summary with details of activities 	

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March

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide assistance with testing <input type="checkbox"/> Assist with Master Schedule development for next school year <input type="checkbox"/> Assist with the end of year activities: Graduation, Awards Ceremony, other student events 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Continue Counseling Groups (4-6 weeks) <input type="checkbox"/> Monitor students assigned to reconnection <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> Meet with 12th grade students who have not completed FASFA/TASFA, Texas Common Application, Scholarships <input type="checkbox"/> Provide opportunity for students to make schedule changes for next school year <input type="checkbox"/> Senior transcript review for graduation- meet with all parents of students in danger of not graduating 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class
<p>Professional Development/Training:</p> <ul style="list-style-type: none"> • New High School Counselor Meeting (March 5) • Connection Meeting- Optional (March 8) • Leadership Academy Meeting- Optional (March 27) • Middle School & High School Postsecondary Meeting (Mar 29) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Registration for ACT Testing Date- Mar 8 (Testing Date: April 13) • SAT Testing Date (Mar 9) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Parent & Student Service Log • Roster of 12th completion of post-secondary checklist: FASFA/TASFA, TX Common Application 	

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April

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly MTSS/SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide assistance with testing <input type="checkbox"/> Plan end of year activities: New student enrollment, 9th grade transition camp, Back to School Night <input type="checkbox"/> Attend Summer School information meetings <input type="checkbox"/> Assist with the IGC meetings <input type="checkbox"/> Meet with 12th grade students who have not completed FASFA/TASFA, Texas Common Application, Scholarships <input type="checkbox"/> Provide initial Graduation List to Registrar 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Continue Counseling Groups (4-6 weeks) <input type="checkbox"/> Monitor students assigned to reconnection <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> Plan vertical meeting with middle school(s) to plan success plan for transitioning 8th graders currently served by MTSS, 504, etc. <input type="checkbox"/> Senior transcript review for graduation- meet with all parents of students in danger of not graduating 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class
<p>Professional Development/Training:</p> <ul style="list-style-type: none"> • New HS Counselor Meeting (April 17) • Leadership Academy Meeting- Optional (April 29) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Review of 5th Six Weeks absences, discipline events MTSS, & SST referrals (Review with Principal) • Registration for SAT Testing- Apr 5 (Testing Date: May 4) • ACT Testing Date (April 13) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Parent Contact Log • Parent & Student Service Log 	

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May

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Attend/Assist with weekly SST meetings <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee (Once per six weeks) <input type="checkbox"/> Provide assistance with testing <input type="checkbox"/> Meet with campus Guidance Advisory Committee for 2nd semester review & evaluation; begin planning for next school year <input type="checkbox"/> Facilitate end of year activities: Graduation, Awards Ceremony, other student events <input type="checkbox"/> Attend Extended Year information meetings <input type="checkbox"/> Provide training for teachers on Extended Year procedures <input type="checkbox"/> Assist with the IGC meetings <input type="checkbox"/> Provide Graduation List to Registrar <input type="checkbox"/> Attend Graduation & other Senior related events 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet EVERY OTHER week with Attendance Clerk assigned as Truancy Liaison; review student absences each week & contact parents after 4 unexcused absences (per course) <input type="checkbox"/> Complete Counseling Groups (4-6 weeks) <input type="checkbox"/> Provide needs assessment to parents, teachers, staff, & appropriate student groups in preparation for next school year <input type="checkbox"/> Meet with newly referred students within 1-2 school days after receiving referral <input type="checkbox"/> Meet with all students who need to attend Extended Year School (course recovery and/or EOC
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Provide monthly schedule of available hours to parents and staff <input type="checkbox"/> Meet with all students who have failed 2 or more subjects. Contact parents <input type="checkbox"/> Meet with all new students & contact parents to welcome & introduce self <input type="checkbox"/> Senior transcript review for graduation- meet with all parents of students in danger of not graduating 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue classroom guidance lessons: Goal: At least 1 guidance lesson presented to every class
<p>Professional Development/Training:</p> <ul style="list-style-type: none"> • Counselor of the Year Reception (May 2) <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> • Review of 6th Six Weeks absences, discipline events, & MTSS/SST referrals (Review with Principal) • Registration for ACT Testing Date- May 3 (Testing Date: June 8) • Registration for SAT Testing- May 3 (Testing Date: June 1) • SAT Testing Date (May 4) • Final SCEI evaluation & conference • Prepare for final IGC review <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> • MTSS/SST agendas • Guidance Lesson: Lesson plan & monthly presentation schedule • Counseling Group monthly schedule • Parent Contact Log • Parent & Student Service Log • Presentation for staff on Extended year: Agendas, Sign-in, copies of materials/PowerPoint, etc. 	

HIGH SCHOOL COUNSELOR MONTHLY MAPS - BY SERVICE RESPONSIBILITY

BROWN=Training/PD **GREEN**= Events To Be Scheduled & Planned

June

Program Management & Systems Support (Indirect Services - 20%)	Responsive Services (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Complete all requirements for MTSS/SST documentation & records storage <input type="checkbox"/> Meet with GT Committee monthly to identify, admit, exit <input type="checkbox"/> Meet with Attendance Committee to determine students who require attendance for credit (summer) <input type="checkbox"/> Assist with Student Cumulative records for following year (testing stickers, removal of items not required, placement of required documentation) <input type="checkbox"/> Assist with completion of the Master Schedule 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with all students who need to attend Extended Year School (course recovery and/or EOC)
Individual Student Planning (Direct Services)	Guidance Curriculum (Direct Services)
<ul style="list-style-type: none"> <input type="checkbox"/> Complete Grade Placement meetings: provide list to CRC & Office Manager <input type="checkbox"/> Assist with Extended Year enrollment <input type="checkbox"/> Calendar IGC meetings for Summer Graduation 	
<p>Professional Development/Training:</p> <p>Evaluation & Progress Monitoring of Counseling Program:</p> <ul style="list-style-type: none"> ● Review of 6th Six Weeks absences, discipline events, MTSS, & SST referrals (Review with Principal) ● Final SCEI evaluation & conference ● SAT Testing Date (June 1) ● ACT Testing Date (June 8) ● Last day for HS counselors (June 10) ● Last day for Lead HS counselors (June 11) ● Registration for ACT Testing Date- June 14 (Testing Date: July 13) <p>Counseling Program Documentation</p> <ul style="list-style-type: none"> ● MTSS/SST agendas ● Guidance Lesson: Lesson plan & monthly presentation schedule ● Counseling Group monthly schedule ● Parent Contact Log ● Parent & Student Service Log ● PGPs, Graduation List, Summer School list, EOC list, IGC list ● Results of needs assessment (May) 	