

School Counseling Office - Responsibilities 2026-2027

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

Staff		Extension
Mrs. Kelley Arthur		654 - 2207
Mrs. Amy Logie		654 - 2211
Mrs. Andrea Rowinski		654 - 2221
Mr. Pete Lester		654 - 2284

Laura Moses Students A-D

504 Case Manager
ASOG Data Support
ASVAB
FAFSA Coordination Support
Master Schedule
SIT Committee Representative
Website

Ana Collins Students E-K

504 Case Manager
ESOL Students:
 ESOL Caseload
 ESOL Enrollment
FAFSA Coordinator
Peer Facilitator Coordinator

Jon Putt Students L-Q

504 Case Manager
8th Grade Course Selection
Counseling Department Chairperson
Crisis Team Chairperson
Dual Enrollment Coordinator
LFI Student Schedules
Master Schedule
PSAT support
PSAT pre-administration support
School Profile Updates
Senior Survey Data
SSD Coordination

Caitlin Robinson Students R-Z

504 Case Manager
ASOG Point Person
College Fair
Community and School & Dept Awards
Crisis Team Co-Chair
Exchange Student Coordinator / Counselor
HOBY Coordinator
PSAT Administration
PSAT pre-administration

Andrea Rowinski Career Coordinator

Senior Presentation Coordinator
Mock Interview Coordinator
Master Schedule Consultation
Workforce Development Point Person

Pete Lester Student Support Facilitator

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

Kelley Arthur – Counseling Secretary

504 Distribution / Meeting Liaison
AP & PSAT Registration
Career Connections Clerical
College / Military In-House Visits
Community Awards Ceremony
Counseling Office Website updates
Home & Hospital Lead Contact
Master Schedule Assist
SAT/PSAT/AP/ACT Fee Waivers
Scholarship Coordinator
School Messenger Announcements
Senior Survey Data (Central Office)
Student Recognitions / Yearlong (Principal)
Transcripts – current students

Amy Logie – Counseling Secretary

Assist with ASVAB
Assist with Field Trips
AP Material Organization
Bulletin Boards (Café)
Dual Enrollment Support
FARMS Co-Coordinator
HOBY Support
Hospitality Coordinator Staff College Program
School & Department Awards Ceremony

Shared Responsibility (Arthur / Logie):

CCCTC & CCC Application reminder
ECP Updating (Course Requests for 27/28)
Homework requests / Scheduling Meetings