High School Counselor Job Description – December 2011

Monthly Tasks

1. WeCARE meetings (austism team)
2. Wraparound meetings (county level)
3. Life Skills staffing.

Daily Tasks (some are only occasional)

1. Meet with students as needed or at others request (personal, social, dress code, academic)
2. Collaborate with administration, teachers, parents regarding student needs
3. Lunch Duty
4. Enroll new students, send for records and create records in SDS and perm. File (Clerical help)
5. Troubleshooting of SDS issues for various people
6. Test Score entry (Clerical help at times)
7. Transcript entry/updates (Clerical help at times)
8. Docufide: E-transcripts and ESSRs
9. Verification of graduation phone calls
10. Data warehouse maintenance and trouble-shooting
11. Webinars on various topics
12. Updates to personal web pages
13. Facilitate meetings with college reps and military recruiters (Clerical help)
14. Provide SAT waivers to eligible students
15. Assist seniors with college application process

Quarterly Tasks

1. Prepare grade reporting area
2. Consult with assistant principal about students who have lost credit.
3. Inform students and parents about loss of credit
4. Change transcript to reflect loss of credit
5. Prepare Course Completion Report (Terms 2 and 4)
6. Monitor student grades; reschedule failures if possible.
7. Schedule changes if students/parents have a good reason for the request.
8. Communicator articles
9. RtI meetings
10. WCEF meetings

Annual Tasks:

1. Registration
2. Form 30-A
3. PSAT testing and follow-up
4. ASVAB testing and follow-up
5. Freshman Orientation
6. Prepare Master Schedule and all related tasks
7. Financial Aid Night
8. Junior Parent Meeting
9. College Fair
10. WC Scholarship Award Meeting
11. Senior Awards Night
12. Various STN reports; CHIPS; SSACI

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| August1. Registration week – enroll new students
2. Change student schedules as requested
3. Dual credit enrollment forms for IVY Tech and PNC (if not already completed)
4. Senior Meetings (Info about college apps, scholarships, etc.)
5. Seniors complete scholarship form and senior info form (Summarized with clerical help)
6. PSAT registration.
7. Submit forms to SAT for testing accommodations.
8. Military Recruitment List (with clerical help).
 | September1. Vocational Form 30A (Clerical help)
2. Pre-Register for ECA testing.
3. Individual meetings with seniors to make sure they are on track to graduate.
4. Plan for PSAT testing.
5. Develop ECA testing lists.
 | October1. Administer PSAT test.
2. Plan for ASVAB testing.
3. Meet with juniors to check credits, plans beyond HS, and prepare for registration for senior year.
4. Attend IACAC conference if possible.
5. Plan ECA remediation.
6. Submit ECA testing lists via STN system.
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| November1. Coordinate ASVAB testing. Give ASVAB test to special needs students.
2. Meet with sophomores to prepare for registration.
3. Update Course Description Book and other scheduling documents (Clerical help)
4. Update scheduling info in SDS; open registration in Parent Connect
5. COMPASS testing for students who do not have PSAT/SAT scores that meet dual credit requirements.
6. Register students for 2nd semester PNC dual credit classes.
7. Facilitate student participation in Indian Trails WOW workshop (Clerical help)
8. Senior Special Education conferences.
9. Attend Jasper County Foundation Scholarship dinner
10. Facilitate DAR selection.
 | December1. Begin online registration with student groups.
2. Facilitate ECA testing
3. COMPASS re-testing if needed
4. Register students for IVY Tech dual credit 2nd semester classes (Clerical help).
5. Junior Special Education conferences
6. Freshman Orientation
7. Facilitate meetings of 21st Century Scholars who are seniors with Kelly Manning.
8. Coordinate with Jasper and Pulaski Community Foundations to provide scholarship info to students.
9. Prepare graduate follow-up survey for dissemination (clerical help)
 | January1. Interpretation and career planning sessions with juniors using ASVAB results.
2. Interpretation of PSAT results using My College Quickstart.
3. Make West Central Scholarship Application available.
4. Prepare and submit Course Completion Report.
5. Organize College Fair (every 4 years)
6. Senior Financial Aid Night
7. Update GPAs online for 21st Century Scholars
8. Provide ECA results to students, parents, and teachers.
9. Begin collecting information for follow-up surveys of vocational students (clerical help)
10. Prepare and place labels on permanent records (Clerical help)
11. Begin Senior Lunch meetings.
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| February1. Create master schedule in SDS.
2. Run Scheduling program
3. Resolve scheduling conflicts.
4. Junior Parent Night
5. Summarize graduate follow-up survey results and share with stakeholders
 | March1. WC Scholarship app due.
2. Plan for spring ECA remediation.
3. Develop ECA testing lists and submit via STN system.
4. Resolve scheduling conflicts.
5. College Fair (every 4 years).
6. Facilitate juniors’ participation in local college fair.
 | April1. Prepare for and facilitate West Central Scholarship Committee Meeting.
2. Meet with students regarding next year’s schedule.
3. Vocational follow-up surveys due to Indian Trails.
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| May1. Facilitate ECA testing.
2. Meet with students regarding next year’s schedule.
3. Plan and facilitate Senior Awards Night. (Clerical help)
4. Submit CHIPS info (SSACI website) for AH and TH students who are seniors (clerical help)
5. Vocational Completer Report (clerical help)
6. Prepare and place labels on permanent records (Clerical help)
 | June 1. Update district profile.
2. Prepare and submit Course Completion Report
3. Schedule Changes.
4. Send final senior transcripts via Docufide.
5. Submit final GPAs for 21st Century Scholars.
6. Provide ECA results to students, parents, and teachers.
 | July1. Schedule Changes
2. Transcripts as requested.
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Not yet doing but planned:

1. Kuder interest inventory with all 9-11th graders and interested seniors.
2. Universal Encouragement program – possibly start at 6th and add to this each year.

Other assignments:

1. School Improvement Committee Member
2. District Improvement Committee Co-Chair
3. Submit various STN reports throughout the year; troubleshoot reporting with others who are submitting reports; STN webinars. Coordinate Special Ed reporting with Cindy Cook, Membership reporting with Superintendent; Title I reporting with Title I Director; Homebound Report with Cindy Cook.
4. NHS Sponsor