

Roosevelt Counseling Department
2015-2016 Vision, Mission and Responsibilities

Vision Provide quality counseling and guidance services to assist students with their efforts in becoming successful academically, personally and socially.

Goals Maintain a welcoming, helpful and informative counseling office. Provide students, parents and staff with responsive services, as well as structured outreach. Respond quickly to parent inquiries. Keep parents informed about their students; provide information to parents about counseling and intervention programs through individual contact, regular newsletter articles, and presentations. Promote testing programs as valuable to the student. Contribute to the school community by advising student groups and serving on RHS committees. Participate in staff development and professional growth activities.

All Counselors carry out grade specific activities

9th grade: Establish Ninth grade At Risk List and communicate frequently with students on that list, along with their parents/guardians. Meet with 9th grade world history classes first semester to create discuss high school graduation requirements and college admission requirements, and then schedule individual appointments with each 9th grader second semester to help 9th graders create a high school and beyond plan.

10th grade: Meet with 10th graders who are “not progressing” to talk about strategies for success; involve parents in the process. Offer the PSAT and ASPIRE (pre-ACT) and provide interpretation of test results. Meet with AP Human Geography classes to administer career interest inventories.

11th grade: Mail out checklists second semester to each junior regarding his/her progress toward graduation. Visit classrooms to inform students about the PSAT, SAT and ACT, Running Start, college and post-high school planning. Meet with U.S. History classes in the spring to help students start searching options for college other post high school programs.

12th grade: Meet with seniors to monitor their graduation progress. Provide information, assistance, letters of recommendations and evaluations for students for colleges, scholarships, vocational programs, and other post-high school options. Help students apply for scholarships and financial aid. Present information in American Government classes first semester about applying to college. Collect data on senior’s future plans.

In addition to grade specific activities, all guidance counselors:

- Monitor the students in their caseloads regarding class selection, graduation requirements, 2.0 GPA, options to retake classes, academic progress and HSPE/Smarter Balance/EOC preparation.
- Monitor, interpret and update student transcripts.
- Counsel students struggling with grades, attendance, classroom issues, and personal issues.
- Conduct parent/teacher/student conferences.
- Communicate with parents/guardians of non-progressing students about options for improving academic progress.
- Provide referral services.
- Consult with teachers about non-progressing students.
- Serve on the SIT (Student Intervention Team).
- Provide assistance for placement of students in credit retrieval programs.
- Provide information and counseling regarding post-high school options.

Each counselor also has individual responsibilities:

Carrie Richard (A-E)

- Chair SIT.
- 504 Plan Coordinator
- Present Curriculum night workshop on Graduation Requirements/Admission Requirements for 9th grade parent/guardians
- Co-Coordinate Pre-College testing (Practice ACT, PSAT).
- Coordinate Prom/Spree Scholarships

Niki Duncan, Head Counselor (F-K)

- Provide leadership and coordination on counseling programs and procedures.
- Represent the Counseling Department on the RHS Instructional Council and at District Meetings.
- Provide communications: PTSA Communications, Roosevelt Profile, official letters and documents.
- Organize Curriculum Night workshops & present workshop on College Admission Testing for 11th grade parents/guardians.
- Organize College Information Night for juniors and their parents/guardians.
- Organize and conduct counseling department meetings.
- Coordinate 8th grade visits for registering and welcoming new Roosevelt students.
- Coordinate selection of Valedictorian
- Coordinate PE waiver process
- Coordinate HSBP, Career and College Search sessions for 9th, 10th and 11th graders

Dr. Littlebrave Beaston (L-Q plus Y)

- Organize and supervise the Roosevelt scholarship process.
- Produce and distribute on a regular basis "Scholarship Bulletins".
- Handle awards for students at all levels.
- Coordinate Financial Aid Workshop.
- Coordinate Counseling Sharpology page.
- Present Curriculum Night workshop on 10th grade graduation requirements/college admission requirements

Frank Heffernan (R-X plus Z)

- Coordinate September evening presentation for parents of 9th graders (High School 101)
- Coordinate SAT/ACT for students needing accommodations.
- Co-Coordinate Pre-College testing (Practice ACT, PSAT).
- Present Curriculum Night Workshop for 12th grade parents/guardians on "Nuts and Bolts of College Applications"

Erin Bailey, Academic Intervention Specialist

- Coordinate administration of HSPE/EOC, Smarter Balance and MAP and communicate results of district tests to appropriate departments and administrators.
- Work with Bilingual Department to coordinate and administer WELPA
- Teach FOCUS class, for academically at risk 9th and 10th grade students, focusing on study skills, organization,
- Coordinate placement of students into math support, Academic Reading, and HSPE COE classes.
- Take lead on intervention for struggling students who have insufficient credits to move on to the next grade level

JoEllen Hathaway .Assistant AIS/AP Test Coordinator

- Truancy
- Coordinate AP testing
- Duties as determined by Erin/JoEllen

Mary O'Connor, Counseling Secretary

In addition to regular Counseling Secretary Duties:

- Coordinate College and Military Rep Visits to Roosevelt
- Oversee College/Service Learning Bulletin Boards, and Service Learning Notebook
- Prepare Summer Opportunities Bulletin