

2012-2013 Dogwood Elementary Guidance Report

Counselors: Jamin English and Kris Miller

Individual Planning	Time & Task Analysis: 3.0%	(Building 10 %)
<ul style="list-style-type: none">• SPED Team Meetings• Grade Level Acceleration Team• Subject Acceleration Team		
Responsive Services	Time & Task Analysis: 30.63%	(Building 35%)
<p>Responsive Services are the activities that meet the immediate needs and concerns of the students</p> <ul style="list-style-type: none">• Small Group counseling• Individual counseling• Attendance Club• Community Outreach Activities such as, Christmas Dinner Coupons, Food Drive, Hygiene Drive• Buddy Pack updates and reports• Conflict Resolution groups• Referrals to Children's Division (i.e. Hotline calls)• Big Laker/Little Laker Mentoring Program• Crisis Team Member• Referrals to outside agencies• Completion of Social/Emotions and Behavior Assessments for outside agencies• Distribute school supplies and clothing to students in need• Collaborate and make referrals with school nurse• Collaborate with Speech Pathologist on students with speech issues for 5 minute speech program• Communicate with parents about student issues• Consult with staff• SPED Team member• Student Intervention Team - Consulting with teachers about students At-Risk and providing resources• Attendance Meetings with Parents		
Guidance Curriculum	Time & Task Analysis: 27.63%	(Building 20%)
<p>Classroom Lessons</p> <p>The Guidance Curriculum provides benefits to all students by addressing their emotional, intellectual, social and psychological needs. The curriculum is split into 3 major categories designed to meet the needs of the students.</p> <p>Personal and Social Development</p> <ul style="list-style-type: none">• Kindergarten - Character Education, Feelings, Drug Awareness, Bullying, Safety• 1st Grade - Making and Maintaining Friendships, Safety, Drug Awareness, Bullying, Character Education,• 2nd Grade - Maintaining Friendships, Conflict Resolution, Character Education, Bullying, Anger Management, Self-Esteem, Drug Awareness, Safety <p>Academic Development</p> <ul style="list-style-type: none">• Kindergarten - Listening Skills, Teamwork• 1st Grade - Listening Skills, Cooperation, Following rules• 2nd Grade - Study Skills, Cooperation, Transition to 3rd grade <p>Career Development</p> <ul style="list-style-type: none">• Kindergarten - Career Awareness• 1st Grade - Career Awareness and Exploration• 2nd Grade - Career Awareness and Exploration <p>Planned Special Events</p> <ul style="list-style-type: none">• Drug-Free Red Ribbon Week• Careers on Wheels Fair		

System Support**Time & Task Analysis: 16.52% (Building 30%)**

System support consists of management activities that establish, maintain, and enhance the total Guidance Program.

- Attend District Guidance meetings
- Coordinate 1st and 2nd grade Achievement tests
- Collaborate with Teachers and Staff
- Coordinate Red Ribbon Week activities
- Maintained a Professional Library for Parents and Teachers
- Participate on Building Leadership Team
- Participate on Positive Behavior Supports Team
- Communicate with other districts on incoming and outgoing students
- Develop forms for incoming Kindergarteners
- Participate in Transition meetings for student placement
- Transitional visits to other buildings
- Coordinate tutoring with A+ coordinator

Professional Development

- Missouri School Counselors Association
- Missouri State Teachers Association
- 504 Workshops
- Other professional meetings and workshops

Non Guidance Activities**Time & Task Analysis: 22.22% (Building 5%)**

- Walk and Talk student supervision
- Shuttle Duty
- Bus duty when administrators are out of the building
- IQ Testing, reports and referrals for Special Services Meetings
- Gifted Education referrals
- Receive, Review and Transfer records
- Develop class roster
- Interpret test data
- Retention placement
- Create and manage 504 plans
- PASS referrals
- MAP testing help at Hawthorn
- Terra Nova Testing Related Duties
- Test Security
- Sorting and distributing test to teachers
- Collecting tests
- Make-up testing
- Packaging tests for shipment

2012-2013 Camdenon R-III Schools Guidance Report

Building: Hawthorn

Counselor: Randy Sweatt

Guidance Curriculum	Time & Task Analysis: 21.08%	(Ideal 15-25 %)
Classroom Presentations Personal and Social Development <ul style="list-style-type: none"> • 3rd and 4th grade – Drug Awareness, Conflict Resolution, Bullying, Dealing with Anger, Ethical Questions, Personal Values, Social Skills, Stress Management, Friendships, Coping Strategies Responsibility, Respect, Safety, and Honesty. Academic Development <ul style="list-style-type: none"> • 3rd and 4th grade – Active Listening, Teamwork, Test Taking • 3rd and 4th grade- Time-management and organizational skills for assignments. Planned Special Events <ul style="list-style-type: none"> • LCTC Students as guests to read and discuss the Career they are learning. • RED Ribbon week 		

Individual Planning	Time & Task Analysis: 14.59%	(Ideal 25-35 %)
Appraisal <ul style="list-style-type: none"> • IQ testing, reports, and interpretation • Special services team meetings • 504 Referrals, Evaluations, and Plans • New Enrollment and Class Rosters Educational & Career Planning <ul style="list-style-type: none"> • Learning style surveys and explanation • Introduction to Career Paths • Gender roles in Careers • Career Exploration • Study Skills • Test Anxiety • Transitional Differences between 4th and 5th grade 		

Responsive Services	Time & Task Analysis: 31.35%	(Ideal 25-35 %)
<ul style="list-style-type: none"> • Individual Counseling • Group Counseling • Attendance Club • Buddy Packs • Christmas Giving • Distribution of School Supplies • Referrals to Children’s Division (i.e. Hotline Calls) • Referrals to Outside Agencies • Consultations with Outside Agencies • Conflict Resolution • Collaboration with School Nurse, Faculty, Staff, Parents • District Crisis Team • Morning triage • Student Crisis Management 		

System Support	Time & Task Analysis: 19.46%	(Ideal 15-20 %)
Communication <ul style="list-style-type: none"> • Hawthorn Counseling news (weekly) • Calls to parents regarding attendance • Calls to specific authorities Committee & Team Involvement <ul style="list-style-type: none"> • Counseling team collaboration • PBS team collaboration • BLT team collaboration • Lake Area Prevention Team 		

- District Homeless Committee
- Special Services team meetings
- Positive Behavior Support Team-Tier II

Professional Development – In-District

- Career workshops
- Participate in district in-service training

Professional Development – Conferences Attended (Out of District)

- Missouri School Counselor Association
- PBS conferences in Columbia
- Heartland Behavioral Hospital Visit

“Fair Share” Duties

- Shuttle Bus Duty

Non Guidance Activities

Time & Task Analysis: 13.51%

(Ideal 0%)

- **MAP testing-related duties:**
- Scheduling and security
- Attend state training
- Train faculty and staff
- Sort and distribute tests daily
- Collect tests daily
- Make-up testing
- Packaging for shipment

New Activity Highlights for 2012-2013:

- Focus on Developing PBS Tier II
- PBS Tier II team Implemented 2 interventions
- 7 small groups
- New small group-(Adoption)

**2012-2013 Hurricane Deck and Osage Beach Elementary Schools
Counselors: Kathleen Oelschlager & Rick Pope**

Guidance Curriculum	Time & Task Analysis: 18.75% Building Goal: 20%
<p>The purpose of the guidance curriculum is to facilitate students' normal growth and development, promote academic achievement and positive mental health, and assist students in acquiring and using life career skills. The counselors, Kathy Oelschlager and Rick Pope, instructed one guidance lesson per week in every classroom. The weekly guidance lesson plans were obtained from a variety of resources: Missouri Comprehensive Guidance Program (online), Auto B Good Character Program, Trevor Romain Series, Character Counts Program, Camden County Sheriff's Office Materials, Second STEP Curriculum (lessons designed to reduce aggressive behavior and increase social competence), Lesson Planet, Leader in Me resources and several others.</p> <p>Areas covered in guidance lessons include the following:</p> <ul style="list-style-type: none"> • understanding feelings • ways to express feelings appropriately • problem solving steps and practice • ways to say no to drugs • effects of drugs • peer pressure (good and bad) • dealing with life changing events • identifying positive and negative character traits • understanding safe and unsafe situations • safety rules in general and on bikes • teamwork/individual responsibility/cooperation/sharing • goal setting skills/assessment of goals • good listening skills/classroom behavior strategies • cause and effect • differences between on purpose and on accident • analyzing conflict styles • trust • ways to effectively discuss in a group • bullying – What is it? Are you a bully? • how to deal with bullying • careers • character education • test preparation • Second STEP lessons • reporting vs. tattling • decision making • understanding and accepting disabilities <p>A wide variety of activities were used to engage all students in having fun while learning and developing new skills. Additional goals of the guidance curriculum focused on supporting the academic areas and a major emphasis on anti-bullying. (*Guidance and curriculum time would be higher if we included Mr. Pope's in class time but then we would be above 100%.)</p>	
Individual Planning	Time & Task Analysis: 0% Building Goal: 10%
<p>Individual Planning activities in the elementary setting help all students to plan, monitor, and manage their own learning, as well as personal and career development. The focus is on individualized and personalized next step</p>	

planning. * Relevance not applicable to grade levels.

Responsive Services

Time & Task Analysis: 33.00% Building Goal: 35%

Responsive Services are activities that meet the immediate needs and concerns of students through: individual counseling, group counseling, consultations with teachers, parents, staff, outside agencies, and other resources, and/or referrals within the community.

- Conduct numerous individual sessions with students, staff, and parents in response to a crisis
- Organize and facilitate many small group sessions: conflict mediations, social skills, anger management, study skills, and friendship skills
- Coordinate and secure detailed records of student behaviors for documentation
- Respond to a crisis with Hotline Calls
- Refer to outside agencies: Pathways, Kids Harbor, etc.
- Contact local agencies: Pathways, Kids Harbor, Royal Oaks, Big Brothers and Big Sisters, Missouri Alliance and various other agencies
- Serve on the District Crisis Team

System Support

Time & Task Analysis: 31.25 % Building Goal:30%

System Support consists of management activities that establish, maintain, and enhance the total guidance program as well as other educational programs in the school and/or district.

- Coordinate and Implement Red Ribbon Week Activities
- Facilitate the Big Brother and Big Sister Program
- Sponsor the after school program: SLICK= SERVICE LEARNING INTEREST CLUB FOR KIDS
- Attend District Counselor Meetings
- Liaison with Children's Division
- Attend Lake Area Prevention Team meetings
- Attend Student Assistance Team meetings at Hurricane Deck School
- Coordinate Student Interventions Team at Osage Beach School
- Coordinate Buddy Pack program
- Recess Duty/Observation
- Coordinate Leader in Me program

Professional Development

- * Missouri Comprehensive Guidance Program: Instructional Strategies that Work for the Guidance Curriculum A Guide for Professional School Counselors
- * Missouri School Counselor Association Conference
- * New Frontiers in Pediatric Mental Health Conference
- * Tour of Heartland Behavioral Health Facility
- * Member of MSCA
- * Member ASCA
- * Member of MSTA
- * Member of CTA
- * Member NEA
- * District In-service Trainings (ex: Suicide Prevention)
- * Data training

Non Guidance Activities

Time & Task Analysis: 15.00 % Building Goal: 5%

Non-guidance duties are duties that counselors may currently be performing but are not part of the Missouri Comprehensive Guidance Program.

- Train staff for CTBS Terra Nova Testing (grades 1 and 2)

- Coordinate CTBS Terra Nova Testing (grades 1 and 2) scheduling, securing test books, test administration and make-up tests
- Attend RPDC MAP training as School Test Coordinator
- Provide MAP training for staff
- Coordinate MAP testing: scheduling, securing test books, test administration, and make-up testing
- Administer cognitive testing: Gifted, Special Education
- Attend 504 trainings
- Coordinate 504 Plans
- Coordinate Student Intervention Teams
- Coordinate retentions
- Process PASS referrals
- Review and transfer records
- Lunch Duty
- Recess Duty

*** Acted as Site Supervisor for Lincoln University EDU Student

2012-13 Oak Ridge Intermediate Guidance Report

Counselors: Michael G. Hardee and Deanna L. Martin

Guidance Curriculum	Time & Task Analysis: 18.5%	(Ideal 15-25 %)	(Building Goal 15%)
<p>The focus of the guidance curriculum is on the developmental needs of all students. It provides benefits to individual students by addressing their intellectual, emotional, social and psychological needs. It is developmental and includes sequential activities designed to address the needs of all students by helping them acquire competencies in three major areas:</p>			
Personal and Social Development			
<ul style="list-style-type: none">• 5th grade – Drug Awareness, Conflict Resolution, Bullying, Dealing with Anger, Ethical Questions, Personal Values, Social Skills• 6th grade – Reputation, Friendship Choices, Bullying, Harassment, Personal Asset Building, Personality Types• PASS – Self-Esteem, Social Skills, Stress Management, Responsibility			
Academic Development			
<ul style="list-style-type: none">• 5th grade – Active Listening, Teamwork, Test Taking• 6th grade – Transition to 7th Grade, Test Taking• PASS – Motivation, Study Skills, Test Taking			
Planned Special Events			
<ul style="list-style-type: none">• Anti-Bullying Week (first week of October)			

Individual Planning	Time & Task Analysis: 7.2%	(Ideal 25-35 %)	(Building Goal 10%)
Appraisal/Educational & Career Planning			
<ul style="list-style-type: none">• 5th grade – Career Paths, Career Personality types• 6th grade – Career Inventory and Exploration through Missouri Connections (www.missouriconnections.org). Activities done through this website are saved and can be accessed via internet by the students. These activities can also be continued in future grades.• Special Services team meetings			

Responsive Services	Time & Task Analysis: 51.6%	(Ideal 25-35 %)	(Building Goal 50%)
<ul style="list-style-type: none">• Individual Counseling• Group Counseling• Attendance Club• Check-In/Check-Out Individual Behavior Plans (daily triage)• Buddy Packs• Christmas Giving and Food Drive• Distribution of School Supplies• Referrals to Children's Division (i.e. Hotline Calls)• Referrals to Outside Agencies• Consultations with Outside Agencies• Conflict Resolution• Collaboration with School Nurse, Faculty, Staff, Parents• District Crisis Team			

System Support

Time & Task Analysis: 18.6%

(Ideal 15-20 %)

(Building Goal 15%)

Communication

- School liaison with Children's Division
- Parent consultations
- Consultations with local mental health professionals and organizations
- Speaking with civic organizations regarding the Buddy Pack program

Committee & Team Involvement

- Positive Behavior Support Team
- Student-Teacher Assistance Team
- Building Leadership Team
- District Guidance Team
- Special Services Team

Professional Development – In-District

- Missouri Connections training
- 504 training

Professional Development – Conferences Attended (Out of District)

- Positive Behavior Support Prep Phase trainings
- Missouri School Counselor Association state conference

"Fair Share" Duties

- Production of school yearbook
- A+ tutoring
- Building tours and transition visits

Non Guidance Activities

Time & Task Analysis: 4.1%

(Ideal 0%)

(Building Goal 10%)

- IQ testing, reports, and interpretation
- Capstone testing
- 504 Referrals, Evaluations, and Plans
- President's Education Awards
- Interventions with students when principals are out of the building
- Announcements and bus duty when principals are out of the building

- **MAP testing-related duties:**
- Scheduling and security
- Attend state training
- Train faculty and staff
- Sort and distribute tests daily
- Collect tests daily
- Make-up testing
- Packaging for shipment

Highlights for 2012-2013:

- Positive Behavior Support activities, included writing lesson plans, making posters and signage, development of staff manual, presentation of professional development, hosting coffee area for staff rewards
- Check-In/Check-Out Individual Behavior Plans (daily triage), worked with teachers to plan and implement, met with students twice daily
- Anti-Bullying Week (special lessons for each class)
- Visit to Ozark Intermediate School to view scheduling and counselor role in interventions

2012-2013 Camdenton R-III Schools Guidance Report

Building: Middle School

Counselor: Pat McWhirter and Becki Long-Ruggles

Guidance Curriculum

Time & Task Analysis: 15.00 % (Ideal 15-25 %)

Classroom Presentations

- Missouri Connections – Career Interest Inventory
- Career Clusters; Career Research
- Guest Speakers: Various Career Presentations
- Alcohol and Drug Use Lessons
- Cyber Bullying Lessons

Planned Special Events

- Student Leadership Team Events
- Sixth Grade Orientation
- Seventh Grade Orientation
- Eighth Grade Orientation
- Coordinated ACT Prep Session for Duke Talent Search
- Assembly on Bullying (Make A Difference. . . Stop Bullying)
- Capstone Parent/Student Meeting

Individual Planning

Time & Task Analysis: 25.00% (Ideal 25-35 %)

Appraisal

- Reviewed Assessment Data for Classroom Placement
- Reviewed IEP/504/Capstone for Classroom Placement
- Advised 6-Year Plans of Study
- Resolved Schedule Conflicts
- F Lists/Advise Students/Interventions
- Coordinate Homebound Instruction/Paperwork
- Coordinate Odyssey Online Coursework for Homebound and At-Risk Students
- Review and Interpret Test Scores: Parent Meetings/Team Meetings
- Recruit Students for After School Tutoring
- Recruit Students for project PASS
- Recruit Students for Camden County youth Excel – Leadership Training Program
- Recruit Students for Big Laker/Little Laker Program

Educational & Career Planning

- Advised and Completed 6-year Plans of Study
- Created 6-Year Plans of Study
- Developed Student Schedules 7th and 8th Grade Years

Responsive Services

Time & Task Analysis: 35.00% (Ideal 25-35 %)

- A+ Tutoring Building Coordinator
- Anti-Bullying-Club Group Meetings
- Individual Counseling-Assisted students with peer relationships, emotional problems, family problems, health issues, grade issues, etc.
- Group Counseling: Social Skills, Peer Interaction, Study Skills
- Reporting Child Abuse and Neglect Concerns to Missouri hotline
- Made Referrals to the School Nurse
- Made Community Based Agency Referrals to Parents
- Maintained and Coordinated an Attendance Club for Students with Chronic Attendance Problems
- Christmas is Sharing Project

- Share the Harvest Food Collection
- Make and Distribute Buddy Packs
- Serve on Committee for Grade Acceleration
- Laker's Closet – Clothing/School Supplies/Food Closet for Student Use
- Children's Division Interviews

System Support	Time & Task Analysis: 15.00%	(Ideal 15-20 %)
Communication		
<ul style="list-style-type: none"> • Communication with faculty and students through bulletin items, email, newsletters and bulletin board. • District Guidance Meetings • District Professional Development Sessions • Program Evaluation: Worked on Internal Improvement Review (IIR) • Attend Interdisciplinary Team Meetings 		
Committee & Team Involvement		
<ul style="list-style-type: none"> • Swift Team • Building Leadership Team • Transition Team • Vertical Support Services Team • LCTC Guidance Advisory Team • Lake Area Prevention Team • Attendance Focus Team • A+ Advisory Team • Building Student Leadership Team 		
Professional Development – In-District		
<ul style="list-style-type: none"> • MAP Manuals Training • EOC Manuals Training 		
Professional Development – Conferences Attended (Out of District)		
<ul style="list-style-type: none"> • Missouri School Counselor Association Fall Conference 		

Non Guidance Activities	Time & Task Analysis: 10.00%	(Ideal 0%)
<ul style="list-style-type: none"> • Build Master Schedule • Grade Reporting Coordinator • MAP Test Coordinator • EOC Test Coordinator • Case Manager for 504 Students • IQ Testing and interpreting • Screening for President's Academic Excellence Awards • Box Tops for Education Collection 		

New Activity Highlights for 2012-2013:

- Anti-Bullying-Club Group Meetings
- Swift Team

2012-2013 Camdenon R-III Schools Guidance Report

Building: Camdenon High School

Counselor: Burns, Roettgen, Roam, and Williams

Guidance Curriculum	Time & Task Analysis: 7.58 %	(Ideal 15-25 %)
Classroom Presentations <ul style="list-style-type: none">• AP informational presentations (Jrs. And Srs.)• Dual Credit informational presentations (Jrs. And Srs.)• Pre-enrollment Presentations (grades 8, 9, 10, and 11)• LEAD Time Lessons		
Planned Special Events <ul style="list-style-type: none">• Freshman orientation parent meeting• ACT Prep Days (210 students participated)• College Planning evening presentation for students and parents• College Fair• 8th grade evening pre-enrollment meeting for parents• Financial Aid evening presentation for students and parents• Senior Scholarship process presentation for students and parents		

Individual Planning	Time & Task Analysis: 32.09%	(Ideal 25-35 %)
<ul style="list-style-type: none">• Summer individual senior students meetings• Analysis of transcripts and scheduling new students• Classroom visits to finalize pre-enrollment• Student / Parent advisement meetings regarding course selection• Student / Parent advisement regarding post-secondary planning• All student completion of annual personal plan of study• Update of course selection based on summer school credits earned• Resolution of scheduling conflicts• Determination of individual homebound student process• Coordination of college / military representative visits• Monitor graduation requirements• Parent / Teacher Conferences• IEP consultations• 504 consultations• Missouri Connections – Student Education and Career Planning program access		

Responsive Services	Time & Task Analysis: 27.48%	(Ideal 25-35 %)
<ul style="list-style-type: none">• Student Intervention team meetings after each 3 week grading period• Student Mediation• Individual student counseling• Student / Parent / Teacher conferences		
REFERRALS <ul style="list-style-type: none">• Zero Homework Lab• Tutorials• Guided Study Hall• Computer Assisted Instruction• Project Pass• Summer School• Horizons• MO Options• 504• IEP• Health Services (school nurse)• Hotline• Missouri Scholars Academy• Boys State / Girls State		
LIAISON <ul style="list-style-type: none">• Kids Harbor• Pathways• Children's Services• Residential Care Facilities• Juvenile Detention		
SMALL GROUP: Grief Group Counseling		

System Support	Time & Task Analysis: 13.18%	(Ideal 15-20 %)
Communication (with students and parents)		
<ul style="list-style-type: none"> District website, emails, senior newsletter, letters bulletin board displays, school reach calls, personal phone calls, individual appointments, and postcard reminders 		
Planned Events		
<ul style="list-style-type: none"> Graduation practice Graduation Grade Level orientation Open House Project Graduation Senior Scholarship Presentation All School Awards Senior Honors Presentation National Honor Society 		
Professional Development – Conferences Attended (Out of District)		
<ul style="list-style-type: none"> MSCA Conference ACT Conference 		
Team and Committee Participation		
<ul style="list-style-type: none"> LCTC Advisory Committee Guidance Advisory Committee IB Advisory Committee A+ Advisory Committee Professional Learning Community Team Project Graduation Planning Committee LEAD Time Advisory Committee Building Leadership Team Attendance Advisory Committee Project Lead the Way Business Advisory Team 		

Non Guidance Activities	Time & Task Analysis: 19.65%	(Ideal 0%)
<ul style="list-style-type: none"> Master Schedule Development and Maintenance Building-wide assessment administration Staff trainings related to assessments Cognitive testing Updating Pre-enrollment book Clerical Maintenance – 504 plans, gather data for special programs (MO Scholars Academy, Boys State and Girls State, MO Fine Arts Academy, MO Scholars 100, Local Scholarship Committees, etc) Compilation of grate follow-up survey information 		

New Activity Highlights for 2012-2013:

Photos of all Scholarship winners with their local scholarship presenter.
New dual enrollment class online for 2013-14

Goals for 2013-14

Place the Student Course Guide “online”
More classroom time for career and college conversations.

2012-2013 Camdenton R-III Schools Guidance Report

Building: Lake Career & Technical Center

Counselor: Kathy Hueste

Guidance Curriculum	Time & Task Analysis: 11.39%	(Ideal 15-25 %)
Classroom Presentations		
<ul style="list-style-type: none"> • Freshman Orientation/Mock Schedule & CHS Grade Level Orientation Nights • 7th Grade FACS Classes – Teambuilding Activity • Beginning of school year counselor introduction & orientation - introduction of services provided & materials available in the Guidance & Counseling Center, discuss Embedded Credit option, financial assistance for CTSO membership, discuss Free & Reduced Lunch option & hygiene products available. • Missouri Connections – Career Interest Inventory – CHS Summer Academy At-Risk Incoming Freshmen • Beginning of year teambuilding activities for all LCTC classes/programs 		
Planned Special Events		
<ul style="list-style-type: none"> • HDE & OBE – Career Center Tours for after school – “SLICK” Clubs • School of the Osage 5th Grade – Career Center Tours • School of the Osage 3rd & 4th Grade Career Fair at Osage • Camdenton 7th Grade FACS Classes – Career Center Tours • 8th Grade CTE Career Guidance Activity, Presentation & Career Center Tours – Camdenton, Climax Springs, Macks Creek & Osage • 9th Grade CTE Career Guidance Activity, Presentation & Career Center Tour - Camdenton R-III • 10th Grade CTE Career Guidance Activity, Presentation & Career Center Tours – Climax Springs, Macks Creek & Osage • Financial Aid Assistance (FAFSA completion) Nights – 1 @ LCTC, 1 @ CHS, 1 @ Climax Springs • Monthly LCTC class/program demonstrations at CHS during LEAD & all lunch periods. • College Day/Night @ CHS & School of the Osage • Project Health Living Expo @ home football game - CHS • Senior Scholarship Meeting w/ Parents • CTSO Car/Cycle Show at LCTC • Open House at LCTC • Hosted South Central District SkillsUSA Contests 		

Individual Planning	Time & Task Analysis: 7.59%	(Ideal 25-35 %)
Appraisal		
<ul style="list-style-type: none"> • Grade checks @ each grade reporting cycle – working with students @ LCTC who are failing core academic classes • Arrange for individual or group tutoring and attendance at Zero Lab. 		
Educational & Career Planning		
<ul style="list-style-type: none"> • Coordinate CTE enrollment for Camdenton, Climax Springs, Macks Creek & School of the Osage students attending LCTC • Coordinate “Shadow A Tech” program for prospective students to complete CTE program observations prior to pre-enrollment • Coordinate pre-enrollment activities during LEAD Time for CHS 10th & 11th graders at LCTC • Resolve schedule changes/conflicts based upon Personal Plan of Study/student interests • Schedule representatives from community colleges, trade & technical schools & military for individual visits • Review, interpret and analyze COMPASS test results for students/parents • Provide individual assistance with FAFSA completion • Provide individual assistance with post-secondary education applications • Discuss scholarship opportunities with students/parents • Coordinate LEAD Time activities for LCTC with CHS. 		

Responsive Services	Time & Task Analysis: 21.52%	(Ideal 25-35 %)
<ul style="list-style-type: none"> • Provide individual counseling for students as needed (academic, personal, social) • Assist students with securing personal hygiene supplies & clothing, as well as weekend food resources, completing application for Free/Reduced Lunch, locating housing, securing medical assistance • Recruit tutors and coordinate LCTC Tutorial groups • Science Tutorial Instructor • Intervention Team -- maintain Cycle of Interventions chart, policies and procedures; complete individual interventions with identified students & complete parent contact (letter &/or phone call) • Student/teacher mediation 		

System Support	Time & Task Analysis: 50.63%	(Ideal 15-20 %)
Communication		
<ul style="list-style-type: none"> • Communicate with students, parents & alumni through the LCTC website, LCTC Facebook site, bulletin boards, classroom visits, individual appointments, phone calls and emails. • LCTC Annual Awards Assembly • Conduct LCTC Parent Poll at Parent/Teacher conferences 		
Committee & Team Involvement		
<ul style="list-style-type: none"> • LCTC Student Services Advisory Team leader • A+, Guidance & CTE Advisory Committees for Climax Springs, Macks Creek & School of the Osage • Camdenton R-III District Guidance Team member & coordinator for district 		

- SkillsUSA Advisor
- LCTC Building Leadership Team member
- District Strategic Planning Team member
- District Homeless Team member
- Coordinate & host DESE System of Support meetings in Fall & Spring for K-12 counselors in our consortium
- MO-ACTE Membership Committee member
- MSCA Governing Board, Career Guidance Committee Chair & Liasion w/ MO-ACTE

Professional Development – In-District

- SISK12 Training – Embedded Credit Gradebook Setup, Pulse, New Year Setup
- Common Grading Practices
- Sexual Harrassment Training
- Common Core State Standards Curriculum activity w/ MCCE
- PULSE Training for Administrators
- Essential Training for Staff – Student Confidentiality & Infection Control
- 504 Training
- Professional Collaboration Sessions – District Guidance Team

Professional Development – Conferences Attended (Out of District)

- Missouri School Counselors Association (MSCA) Fall Conference
- Missouri Association of Career Services (MACS) – Fall Conference
- Missouri Association for Career & Technical Education (MOACTE) Summer Conference
- Student Aid Administrators (SAA) Spring Conference
- Missouri Association for Adult Continuing & Community Education (MAACCE) Annual Summer Conference

“Fair Share” Duties

- Chaperoning school functions
- Hall duty/occasional transportation supervision
- Occasional substitute teaching

Non Guidance Activities

Time & Task Analysis: 8.86%

(Ideal 0%)

- Proctor COMPASS Test and complete data compilation & analysis.
- Proctor COMPASS Test for SFCC dual credit courses (College Algebra & English Comp I & II) at CHS
- Proctor Industry Recognized Credentials (IRCs) & Technical Skill Assessments (TSAs) for CTE instructors.
- Build LCTC Master Schedule, set up LCTC subjects & sections in SISK12 for both CHS & LCTC sites.
- MOSIS Data Coordination for secondary & post-secondary CTE , Perkins & Tech Prep coding, & 180-Day Graduate Follow Up.
- Maintain Articulation Agreements for CTE classes with State Fair Community College, Linn State Technical College & Ozarks Technical Community College, complete articulation documentation for qualifying students.

New Activity Highlights for 2012-2013:

- School of the Osage 5th Grade – Career Center Tours at LCTC.
- School of the Osage 3rd & 4th Grade Career Fair at School of the Osage including student-led demonstrations and discussions about all career pathways and classes at LCTC.
- Piloted interviewing process for student placement in LCTC classes that had over capacity pre-enrollment.
- Development of eCOMPASS diagnostics messaging for communication arts & mathematics in conjunction w/ State Fair Community College testing coordinator – math diagnostics testing implemented for pre-testing of new students at LCTC.
- Explored possibility of dual credit opportunities for career & technical education classes at LCTC.
- Established food pantry at LCTC for high school students needing weekend food assistance.