

2013-2014 Dogwood Elementary Guidance Report

Counselors: Kris Miller and Jessi Koviak

Guidance Curriculum 20%)	Time & Task Analysis: 25.90%	(Building
Classroom Lessons 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. Personal and Social Development <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 Academic Development <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 Career Development <ul style="list-style-type: none">• Kindergarten - Career Awareness• 1st Grade - Career Awareness and Exploration• 2nd Grade - Career Awareness and Exploration Planned Special Events <ul style="list-style-type: none">• Drug-Free Red Ribbon Week• Career Fair		

Individual Planning**Time & Task Analysis: 3.0% (Building 10 %)**

- SPED Team Meetings
- 504 Meetings

Responsive Services**Time & Task Analysis: 40.50% (Building 35%)**

Responsive Services are the activities that meet the immediate needs and concerns of the students

- Small Group counseling
- Individual counseling
- Attendance Club
- Community Outreach Activities such as, Christmas Dinner Coupons, Christmas presents from Elk Club, 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
- 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 phone calls to parents

**System Support
(Building 30%)****Time & Task Analysis: 15.85%**

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
- Participate in Transition meetings for student placement
- Transitional visits to other buildings
- Coordinate tutoring with A+ coordinator
- Coordinate Middle School Peer Mentors with Teachers and Middle School Counselors

Professional Development

- Missouri School Counselors Association
- Missouri State Teachers Association
- 504 Workshops

- Mental Health Workshop
- CPI Workshop
- Trauma Workshop
- Other professional meetings and workshops

**Non Guidance Activities
(Building 5%)**

Time & Task Analysis: 14.75%

- IQ Testing, reports and referrals for Special Services Meetings
- Gifted Education referrals
- Receive, Review and Transfer records
- 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

New Activity highlights for 2013-2014

- Three group interventions were conducted daily by both counselors during classroom intervention times.
- Middle School/ Dogwood Peer Mentor Program – MS students tutoring and mentoring Dogwood Students

2013-2014 Camdenon R-III Schools Guidance Report

Building: Hawthorn

Counselor: Xann Boyd

Guidance Curriculum	Time & Task Analysis: 13.00 %	(Ideal 15-25 %)
<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, Personal & Social Development, Academic Development, and Career Development (see Individual Planning). This year, we took the state GLEs (grade-level equivalents) and broke them down into “power standards.” The standards are listed below:</p> <p>Classroom Presentations</p> <ul style="list-style-type: none"> • Demonstrate the personal characteristics to maintain a positive self-concept and become a contributing member of the school community. • Exhibit and demonstrate respect for others. • Review and implement strategies to resolve problems and conflicts successfully. • Identify problem-solving, decision-making, and refusal skills needed to make safe and healthy choices. • Identify coping skills for managing life changes or events. • Identify and apply positive communication tools. <p>Planned Special Events</p> <ul style="list-style-type: none"> • Red Ribbon Week Assembly • Drug Awareness Month • Bully Awareness Month 		
Individual Planning	Time & Task Analysis: 05.00%	(Ideal 25-35 %)
<p>Educational & Career Planning</p> <ul style="list-style-type: none"> • Academic Goal Setting • Individual Post-high school planning 		
Responsive Services	Time & Task Analysis: 22.00%	(Ideal 25-35 %)
<ul style="list-style-type: none"> • Crisis Counseling • Peer Mediation • Anger Management Group • Social Skills Building Groups x3 • Individual Counseling • Referrals 		
System Support	Time & Task Analysis: 16.00%	(Ideal 15-20 %)
<p>Communication</p> <ul style="list-style-type: none"> • Parent, Teacher, and Community Agencies Consultations • Guidance and counseling program evaluation activities • School liaison with Children’s Division • Consultations with local mental health professionals and organizations <p>Committee & Team Involvement</p> <ul style="list-style-type: none"> • Positive Behavior Support Tier II Team • Building Leadership Team • Interventionist Team <p>Professional Development – In-District</p> <ul style="list-style-type: none"> • New Teacher Training <p>Professional Development – Conferences Attended (Out of District)</p> <ul style="list-style-type: none"> • Positive Behavior Support and Interventions Tier II training <p>“Fair Share” Duties</p> <ul style="list-style-type: none"> • MAP testing • Hotline Reporting 		
Non Guidance Activities	Time & Task Analysis: 44.00%	(Ideal 0%)
<ul style="list-style-type: none"> • Off and On Campus Activity Supervision 		

- Honor Choir Performances
- IQ testing, reports, and interpretation
- Enrollment
 - New Student Coordination
- SBAC Pilot testing
- MAP testing-related duties:
 - Scheduling and security
 - Attend training; train faculty and staff
 - Sort and distribute tests daily, collect tests daily
 - Make-up testing and packaging for shipment 504 Referrals, Evaluations, Plans and Meetings
- Bus Supervision
- Monitoring attendance
- PBS Lunch Incentive
- Friday Buddy Lunch
- Attendance Club
- Coordinating and monitoring school assemblies
- Interventions with students when principals are out of the building
- A+ tutoring Coordinating
- Attend district meetings when principals are unable to attend

New Activity Highlights for 2013-2014:

- PBS Tier II Team: Mrs. Boyd is a team leader in this team, which meets to assist in behavioral interventions. The team consists of counselor, an administrator, an interventionist, and grade level classroom teacher representatives. This team makes suggestions for interventions, discusses any potential need for further collection of data, and formulates individual behavior plans. The team sets goals and has follow-up meetings to monitor progress.
- Targeted Interventions Groups. Counselors developed curriculum for and implemented four different intervention groups this year:
 - The Wolves (students in group created the group) an anger management group for boys. Goals included identification of body signals, emotions behind the anger, and ways to calm down when emotions are escalating. The group met once a week for 8 weeks.
 - Three social skills group for boys and girls. Goals included Following Directions, Paying Attention to Your Work, Expressing Feelings, Doing Nice Things for Others, Getting Along with Others, Staying Calm When Criticized, Staying Calm When Disagreeing, and Staying Calm When Pushed or Hit. Groups met throughout this year, and each group met three times a week for 6 weeks.

**2013-2014 Hurricane Deck and Osage Beach Elementary Schools
Counselors: Kathleen Oelschlager & Rick Pope**

Guidance Curriculum	Time & Task Analysis: 25.52% 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 • good touch / bad touch • 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</p>	

as personal and career development. The focus is on individualized and personalized next step planning. * Relevance not applicable to grade levels.

Responsive Services

Time & Task Analysis: 29.17 % 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: 30.73 % 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
- Coordinate Student Interventions Team 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

* Member of MSCA

* Member ASCA

* Member of MSTA

* Member of CTA

* Member NEA

* District In-service Trainings

* Data training

Non Guidance Activities

Time & Task Analysis: 14.58 % 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

2013-14 Oak Ridge Intermediate Guidance Report

Counselors: Jamin English and Deanna L. Martin

Guidance Curriculum (Building Goal 15%)	Time & Task Analysis: 15%	(Ideal 15-25 %)
<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, Personal & Social Development, Academic Development, and Career Development (see Individual Planning). This year, we took the state GLEs (grade-level equivalents) and broke them down into “power standards.” The standards are listed below:</p> <p><u>Fifth Grade Guidance & Counseling</u></p> <ul style="list-style-type: none"> • Personal & Social Development <ul style="list-style-type: none"> - Demonstrate the personal characteristics to maintain a positive self-concept and become a contributing member of the school community. - Exhibit and demonstrate respect for others. - Review and implement strategies to resolve problems and conflicts successfully. - Apply personal safety strategies as they relate to violence and harassment (bullying). - Identify coping skills for managing life changes or events. • Academic Development <ul style="list-style-type: none"> - Demonstrate study skills, test-taking strategies, and time management to enhance academic achievement. <p><u>Sixth Grade Guidance & Counseling</u></p> <ul style="list-style-type: none"> • Personal & Social Development <ul style="list-style-type: none"> - Identify individual strengths and develop strategies for personal growth. - Demonstrate skills needed to participate in teambuilding. - Identify interpersonal skills needed to maintain quality relationships. - Apply problem-solving and conflict-resolution skills to new challenges. - Identify problem-solving, decision-making, and refusal skills needed to make safe and healthy choices in social situations, especially where personal safety of self and others may be compromised. - Identify coping skills to deal with life-changing events. • Academic Development <ul style="list-style-type: none"> - Develop and practice study skills and test-taking strategies, as well as time-management strategies. - Develop an understanding of educational tasks and skills necessary to make a smooth transition to middle school. <p><u>Planned Special Events</u></p> <ul style="list-style-type: none"> • Anti-Bullying Week (first week of October) 		

Individual Planning (10%)	Time & Task Analysis: 5% (Ideal 25-35 %)	(Building Goal 10%)
<p>Appraisal/Educational & Career Planning</p> <p><u>5th Grade Career Development</u></p> <ul style="list-style-type: none"> • Compare and contrast the roles and responsibilities of workers within the six career paths. • Compare interests and strengths with those of workers in the global community and recognize the training 		

and educational requirements for a variety of careers.

6th Grade Career Development

- Use current interests, strengths, and limitations to guide individual career exploration via Missouri Connections.
- Recognize the career path concept as an organizer for exploring and preparing for careers now and in the future.
- Identify males and females in non-traditional work roles.
- Assess and analyze personal, ethical, and work habit skills as they relate to individual student success.

Special Services team meetings

**Responsive Services
(Building Goal 50%)**

Time & Task Analysis: 56%

(Ideal 25-35 %)

- Individual Counseling
- Group Counseling
- Targeted Intervention Groups (see highlights at end of report)
- Attendance Club
- Check-In/Check-Out Individual Behavior Plans (daily triage)
- Buddy Packs
- Clothes Closet (“The Lighthouse”)
- 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

**System Support
(Building Goal 15%)**

Time & Task Analysis: 15%

(Ideal 15-20 %)

Communication

- Periodic newsletters to staff detailing guidance and counseling highlights
- Monday morning meetings with principals
- 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
- SWAT (School-Wide Assistance Team)
- Building Leadership Team
- District Guidance Team
- Special Services Team

Professional Development – In-District

- Missouri Connections training
- 504 training
- IQ testing training

Professional Development – Conferences Attended (Out of District)

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

“Fair Share” Duties

- A+ tutoring
- Building tours and transition visits

**Non Guidance Activities
Goal 10%)****Time & Task Analysis: 9%****(Ideal 0%)****(Building**

- IQ testing, reports, and interpretation
- Capstone testing
- 504 Referrals, Evaluations, and Plans
- 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 training; train faculty and staff
- Sort and distribute tests daily, collect tests daily
- Make-up testing and packaging for shipment

Oak Ridge Counselors - Highlights for 2013-14:

- SWAT (School-Wide Assistance Team). Mr. English heads up this team, which meets to assist with both academic and behavioral interventions. The team consists of both counselors, an administrator, our special services process coordinator, a reading specialist, and classroom teacher representatives. This team makes suggestions for interventions, discusses any potential need for further collection of data, and formulates individual behavior plans. The team sets goals and has follow-up meetings to monitor progress. This team will be our PBS Tier 2 Team for the 2014-15 school year.
- Targeted Interventions Groups. Counselors developed curriculum for and implemented four different intervention groups this year:
 - Heat Wave – an anger management group for boys. Goals included identification of body signals, triggers and hot spots at school, and ways to manage flare-ups. Three different groups met throughout the year, and each group met once a week for 6-8 weeks.
 - Sugar & Spice – a relational aggression group for girls. Goals included understanding relational aggression (“mean girl” behavior), and development of strategies for maintaining healthy friendships. Three different groups met throughout the year, and each group met once a week for 6-8 weeks.
 - Puzzle “Peace” – a social skills group for boys and girls. Goals included understanding body language, respecting personal space, active listening, and development of cooperative skills. Two different groups met throughout this year, and each group met once a week for 6-8 weeks.
 - Stepping Stones – a grief group for students who have lost a parent. Two groups were run concurrently, one for 5th grade and one for 6th grade. Students started meeting on November 15 and met weekly throughout the school year.
- “The Lighthouse” Clothes Closet. Oak Ridge started a clothes closet after Christmas, taking donations of gently used clothing. Teachers refer students on an as-needed basis, plus we held two open houses for students which were well received. A local church helped us to provide new shoes for students, and Laclede Electric continues to provide hygiene items as requested. Big Surf donated clothing racks, and our custodial staff helped with laundry. Teachers have been enthusiastic and helpful. It has been a building-wide team effort. The name for The Lighthouse fits with our building PBS theme.
- Project PASS lessons. Counselors worked with PASS students once a week after school, focusing on character education, social skills, and self-esteem. Students were placed in small groups and participated in a variety of educational games and activities.

2013-2014 Camden R-III Schools Guidance Report

Building: Middle School Counselor: Pat McWhirter and Becki Long-Ruggles

Guidance Curriculum 15-25 %)	Time & Task Analysis: 15.00 % (Ideal
Classroom Presentations <ul style="list-style-type: none">• Missouri Connections – Career Cluster Inventory/Interest Profiler• Career Clusters; Career Research• Guest Speakers: Various Career Presentations• Alcohol and Drug Use Lessons• Cyber Bullying Lessons Planned Special Events <ul style="list-style-type: none">• Student Voice Team Events• Sixth Grade Orientation• Seventh Grade Orientation• Eighth Grade Orientation• BACK UP Pledge night• National Junior Honor Society Ceremony• Assembly on Bullying (Make A Difference. . . Stop Bullying)• Capstone Parent/Student Meeting	
Individual Planning 25-35 %)	Time & Task Analysis: 25.00% (Ideal
Appraisal <ul style="list-style-type: none">• 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 Dogwood Mentoring Program Educational & Career Planning <ul style="list-style-type: none">• Advised and Completed 6-year Plans of Study• Created 6-Year Plans of Study• Developed Student Schedules 7th and 8th Grade Years	
Responsive Services 25-35 %)	Time & Task Analysis: 35.00% (Ideal
<ul style="list-style-type: none">• 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, Anti-Bullying
- 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
- Canned Food Collection for Pantry
- Make and Distribute Buddy Packs
- Serve on Committee for Grade Acceleration
- Lakers' Closet – Clothing/School Supplies/Food Closet for Student Use
- Childrens' Division Interviews
- Acceleration/Retention Meetings
- Tries for Eyes Money Collection

System Support
15-20 %)

Time & Task Analysis: 15.00% (Ideal

Communication

- 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

- Building Leadership Team
- Transition Focus Team
- Vertical Support Services Team
- LCTC Guidance Advisory Team
- Attendance Focus Team
- A+ Advisory Team
- Careers Readiness Focus Team
- Making Middle Schools Work Team
- Standard Based Grading Focus Team

Professional Development – In-District

- MAP Manuals Training
- EOC Manuals Training

Professional Development – Conferences Attended (Out of District)

- Missouri School Counselor Association Fall Conference
- International Baccalaureate Training

**Non Guidance Activities
(Ideal 0%)**

Time & Task Analysis: 10.00%

- 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
- Junior Future Farmers of America Sponsor
- National Junior Honor Society Sponsor
- BACK –UP Sponsor
- PASS Teacher
- The Voice Sponsor

New Activity Highlights for 2013-2014:

- **Junior Future Farmers of America Sponsor**
- **National Junior Honor Society Sponsor**
- **BACK –UP Sponsor**
- **PASS Teacher**
- **The Voice Sponsor**
- **International Baccalaureate Training**
- **Careers Readiness Focus Team**
- **Making Middle Schools Work Team**
- **Standard Based Grading Focus Team**

2013-2014 Camdenon R-III Schools Guidance Report

Building: Lake Career & Technical Center

Counselor: Liz Pogue

Guidance Curriculum	Time & Task Analysis: 10.6 %	(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. • Beginning of year teambuilding activities for all LCTC classes/programs • Preparation and Information sharing for college and career-related fieldtrips • Study Skills for Medical Terminology Students 		
Planned Special Events		
<ul style="list-style-type: none"> • HDE & OBE – Career Center Tours for after school – “SLICK” Clubs • 5th Grade Career Center Tours • Camdenon 7th Grade FACS Classes – Career Center Tours • 8th Grade CTE Career Guidance Activity, Presentation & Career Center Tours – Camdenon, Climax Springs, Macks Creek & Osage • 9th Grade CTE Career Guidance Activity, Presentation & Career Center Tour – Camdenon 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 • College Night @ CHS • Project Health Living Expo @ home football game - CHS • Senior Scholarship Meeting w/ Parents • CTSO Car/Cycle Show at LCTC • Open House at LCTC • Career Exploration Activities with 8th, 9th, and 10th grade sending school and Camdenon students • Dogwood Elementary Career Fair Participants 		

Individual Planning	Time & Task Analysis: 32.5%	(Ideal 25-35 %)
Appraisal		
<ul style="list-style-type: none"> • Conducting and reviewing career cluster inventories • Grade checks @ each grade reporting cycle – working with students @ LCTC who are failing core academic classes 		
Educational & Career Planning		
<ul style="list-style-type: none"> • Coordinate CTE enrollment for Camdenon, 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 • Collaborate with Interventions Department during individual student IEP meetings 		

Responsive Services	Time & Task Analysis: 35.6%	(Ideal 25-35 %)
<ul style="list-style-type: none"> • Refer students with significant mental health needs • 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 		

- Student/teacher mediation

System Support	Time & Task Analysis: 18.1%	(Ideal 15-20 %)
<p>Communication</p> <ul style="list-style-type: none"> • Communicate with students, parents & alumni through the LCTC website, bulletin boards, classroom visits, individual appointments, phone calls and emails. • LCTC Annual Awards Assembly • Conduct LCTC Parent Poll at Open House <p>Committee & Team Involvement</p> <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 • Coordinate & host DESE System of Support meetings in Fall & Spring for K-12 counselors in our consortium • Areas of Career Interest at CMS Committee Member • Restructuring of LEAD time committee member <p>Professional Development – In-District</p> <ul style="list-style-type: none"> • SISK12 Training – Embedded Credit Gradebook Setup, Pulse, New Year Setup • Sexual Harassment Training • Professional Collaboration Sessions – District Guidance Team • New Teacher In District Trainings • HSTW/TCTW/MMGW Trainings • Special Education Tracking/Documentation Training <p>Professional Development – Conferences Attended (Out of District)</p> <ul style="list-style-type: none"> • Missouri School Counselors Association (MSCA) Fall Conference • Missouri Association of Career Services (MACS) – Fall Conference • Missouri Association for Career & Technical Education (MOACTE) Summer Conference • FAFSA Frenzy Training • State Mentor Program for New Counselors Training <p>“Fair Share” Duties</p> <ul style="list-style-type: none"> • Chaperoning school functions • Hall duty/occasional transportation supervision • Occasional substitute teaching 		

Non Guidance Activities	Time & Task Analysis: 3.1%	(Ideal 0%)
<ul style="list-style-type: none"> • Proctor COMPASS Test and complete data compilation & analysis. • Proctor Industry Recognized Credentials (IRCs) & Technical Skill Assessments (TSAs) for CTE instructors. • 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 & Universal Technical Institute, Ozarks Technical Community College, complete articulation documentation for qualifying students. 		

New Activity Highlights for 2013-2014:

- 5th Grade Career Center Tours
- FAFSA Frenzy Host Site
- Dogwood Elementary Career Fair Participants
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2013-2014 Camdenton R-III Schools Guidance Report

Building: Horizons Laker Educational Center

Counselor: Jeannie Miller

Guidance Curriculum	Time & Task Analysis: 3.75%	(Ideal 15-25 %)
Classroom Presentations <ul style="list-style-type: none"> • Career Paths – How Interests and Skills are Related • Managing Conflicts & Communication Styles • Trust & Team Building • Post-Secondary Plans • Creating Resumes with all Life Skills classes • MO Connections – Career Cluster Inventory with all Life Skills classes • MO Connections – Interest Inventory with all Life Skills classes • MO Connections – Reality Check with all Life Skills Classes 		
Planned Special Events <ul style="list-style-type: none"> • Financial Aid Assistance (FAFSA completion) Nights – at LCTC • Open House at Horizons 		
Individual Planning	Time & Task Analysis: 38.13%	(Ideal 25-35 %)
<ul style="list-style-type: none"> • Assists Director in interviewing all students who are admitted to Horizons. • Grade checks @ each grade reporting cycle – working with students @ Horizons who are failing core academic classes at HS or LCTC • Coordinate pre-enrollment activities for all Horizons students • Resolve schedule changes/conflicts based upon Personal Plan of Study/student interests • Schedule representatives from community colleges, trade & technical schools & military for individual visits • Provide FAFSA assistance for all seniors who are interested. • Provide individual assistance with post-secondary education applications • Discuss scholarship opportunities with students/parents • Took students to State Fair Community College in Sedalia for tour. • Helped students complete ASVAB demographics. • Transition Fair at State Fair Community College – Osage Beach. 		
Responsive Services	Time & Task Analysis: 15.00%	(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, locating housing and securing medical assistance and food. • Reaching out to community resources to acquire funds for utilities and rent for needy students/help with holiday meals. • Student/teacher mediation • Help plan Girls Day Out (promotes positive self-esteem) – responsible for decorations 		
System Support	Time & Task Analysis: 22.5%	(Ideal 15-20 %)
Communication <ul style="list-style-type: none"> • Communicate with students, parents & alumni through bulletin boards, classroom visits, individual appointments, phone calls and emails. • Communicate with teachers and administrators about effective methods of helping students become successful. • Participated in Parent Teacher conferences • Participated in IEP meetings • Lead 504 meetings with parents and teachers, as well as made necessary changes to 504 plans. • Work with Vocational Rehab representative about students needing post-secondary training. 		
Committee & Team Involvement <ul style="list-style-type: none"> • LCTC Student Services Advisory Team member • District Transition Team member • Member of Lake Area Needs Initiative team – weekly meetings in community regarding needs of students and parents. • Tri-Lake Resources Connections 		
Professional Development – In-District <ul style="list-style-type: none"> • Common Core State Standards Curriculum activity w/ MCCE • Professional Collaboration Sessions – District Guidance Team 		

- 504 training
- MO Connections training at LCTC

Professional Development – Conferences Attended (Out of District)

- Missouri School Counselors Association (MSCA) Fall Conference
- Missouri Alternative Education Network (MAEN) Summer Conference
- Mental Trauma Training – Mid County Fire Department
- Southwest Missouri School Counselors Association Fall Workshop (SMSCA)
- Linn State Technical College Counselor Forum

“Fair Share” Duties

- Chaperoning school functions
- Occasional transportation of students
- Occasional substitute teaching
- Spring Tea involvement
- Graduation Party

Non Guidance Activities	Time & Task Analysis: 19.38%	(Ideal 0%)
<ul style="list-style-type: none"> • Helped build Horizons Master Schedule • Complete 180-Day Graduate Follow Up information • PLAN assessment given to sophomores • EOC testing – track EOC student lists, reading tests to students with accommodations. • Secretarial work regarding guidance department. • Meetings with Mentors for Camdenton and for DESE – Counselor requirements • New Counselor Training – Vatterott College • Coordinated and administered MO and US Constitution tests to students not in a government class. 		

New Activity Highlights for 2013-2014:

Increased number of students who took ACT to seven.

Increased number of students who applied and received scholarships from 1 to 5 from last school year.

Increased number of students with definite plans to attend college from last year.

2013-2014 Camdenon R-III Schools Guidance Report

Building: High School

Counselor: Burns, Roettgen, Roam, Sweatt

Guidance Curriculum	Time & Task Analysis: 2.18 %	(Ideal 15-25 %)
<p>Classroom Presentations</p> <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 <p>Planned Special Events</p> <ul style="list-style-type: none"> • Freshman orientation parent meeting • ACT Prep Day (130 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 		
<p>Individual Planning</p> <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 		
<p>Responsive Services</p> <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 <p>REFERRALS</p> <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

- Kids Harbor
- Pathways
- Children’s Services
- Residential Care Facilities
- Juvenile Detention

SMALL GROUP: Grief Group Counseling

System Support	Time & Task Analysis: 15.08%	(Ideal 15-20 %)
<p>Communication (with students and parents)</p> <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 <p>Planned Events</p> <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 <p>Professional Development – Conferences Attended (Out of District)</p> <ul style="list-style-type: none"> • MSCA Conference • ACT Conference <p>Team and Committee Participation</p> <ul style="list-style-type: none"> • LCTC Advisory Committee • A+ Advisory Committee • Professional Learning Community Team • LEAD Time Advisory Committee • Building Leadership Team • Attendance Advisory Committee • Project Lead the Way • Business Advisory Team • High Schools That Work Leadership Team 		

Non Guidance Activities	Time & Task Analysis 16.07%	(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 		

Continued Activities for 2013-2014:

- Computerized Student Course requests
- ASVAB testing
- Complete online EOC testing
- Summer Academy for at-risk students entering 9th grade

Goals for 2014-2015:

- ~ Place Pre-enrollment book online
- ~ Increase Career Planning with students
- ~ Individual Planning in transition

DRAFT