

AUSTIN ISD HIGH SCHOOL COUNSELING PROGRAM EXPECTATIONS 2007-08

All High School Counselors will:

Professional Growth:

1. Attend mandatory Kick Off district training in August on the *Developmental Guidance Plan for HS Guidance and Counseling Teams* and *Crisis Procedures* and any other programs delivered through the Secondary Program Specialist.
2. Support campus with staff development, offer staff development
3. Actively pursue professional growth activities
4. Attend mandatory February training for all counselors in AISD.

Guidance Curriculum:

5. Support the campus Positive Behavior Support system through the teaching of the Counseling Curriculum Strands.
6. Conduct a form of a Campus Needs Assessment
7. Present the RHSP to the 9th grade students and clarify the program with the other students on track for graduation
8. Implement the high school guidance curriculum, through **LiveThis!** Curriculum
9. Take a lead role (as designated by the principals) in the planning and training of teachers for the advisory program for resigning high schools
10. Guide and counsel groups and individuals through the development of educational and career plans, including IACP (Individual Academic Career Planning) and orientation programs
11. Participate with the ADVANCE facilitators and registrars in the *AISD/ACC Connection*.

Individual Planning:

12. Review individual records of each student for RHSP by deadline and verifies by Lead Counselor.
13. For seniors, default letters for those not graduating on the HS plan need to be signed by parent, student and principal by April 1.
14. Consult with teachers, staff and parents regarding meeting the developmental needs of students.
15. Counsel small groups and individual students as needed.
16. Refer students to appropriate community agencies in consultation with parents
17. Assist in the appropriate placement of students
18. Be proficient in the use *AP Potential* and **MyRoads**.
19. Encourage all 10th and 11th grade students to take the PSAT/NMSQT.
20. Assist students with summer school options and registration

Responsive Services/Systems Support:

21. Serve on IMPACT teams, as appropriate
22. Coordinate, conduct or participate in activities, which contribute to effective operation of the school.
23. Offer Financial Aid Information and Post-Secondary Information to faculty, parents and students, in coordination with the *Roles and Responsibilities of the HS Guidance and Counseling Teams*.
24. Assist seniors with post secondary information, including Dual Credit classes
25. Work with additional staff in a team approach for the benefit of all the students

All programs and counselors will be evaluated:

1. The Counseling Director will conduct a survey of the campus principal of the strengths and weaknesses of your program and ask for any improvement strategies.
2. The Counseling Director and Program Specialist will visit the campuses
3. Participate in the Counselor Evaluation process as outlined by AISD. The principal will appraise the HS counselor.
4. The Director will work with campus administrators on growth plans within the district guidelines early in the year with counselors in contractual difficulty.
5. Specific data on students in small groups should be collected and analyzed (#of parent conferences, additional interventions, review of grades, attendance and discipline referrals can be reviewed.
6. Survey campus programs presented in response to community needs.