<u>Dunmore High School Monthly Counseling Calendar</u>

<u>July</u>	<u>January</u>		
Academic:	Academic: Participation in Child Study Team Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Time on task observations Processing report cards/honor roll/rank Complete college application/transcript paperwork Administer SAT/ACT Coordinate and administer Keystone tests		
Career:	Career: Career Exploration Writing Assignments		
Personal/Social:	Personal/Social: Individual and group counseling Crisis response as needed Complete Homeless Report		
<u>August</u>	<u>February</u>		
Academic: Complete class lists/schedules Complete new enrollments Check summer school completions Facilitate the implementation of 504 plans Deal with scheduling issues Complete college application/transcript paperwork	Academic: Parent/Teacher Conference Night Individual academic counseling Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Complete scholarship applications and transcripts		
Career:	Career: Various speakers on technical careers		
Personal/Social: Crisis response as needed	Personal/Social: Individual and group counseling Crisis response as needed Attend IEP meeting Parent conferences Complete Homeless Report		

September	March		
Academic: Back to School Night	Academic:		
Participation in Child Study Team Meeting	Time on task observations		
Input for ER, RR, and 504			
evaluations/referrals	Participation in Child Study Meeting Facilitating grade level meetings		
Time on task observations	Input for ER, RR, and 504		
Complete schedule changes	evaluations/referrals		
Complete college application/transcript	Complete scholarship applications and		
paperwork	transcripts		
puperwork	Initiate coordination of awards for the		
	Academic Achievement Society and Honor		
	Society		
	Coordinate and facilitate Induction of		
	National Honor Society		
	Administer SAT/ACT		
	Administer SAT/ACT		
Career:	Career:		
Career Interest Inventory	Create career graduation portfolio		
PA Career Zone	8 1		
Personal/Social:	Personal/Social:		
Individual/group counseling	Individual and group counseling		
Crisis response as needed	Crisis response as needed		
Facilitate SAP meeting	Complete Homeless Report		
Facilitate parent communication	Attend IEP meetings		
Complete Homeless Report			
Attend IEP meetings			
October	April		
Academic: Participation in Child Study	Academic: Individual academic counseling		
Team Meeting	Coordinate Keystone exams		
Input for ER, RR, and 504	Time on task observations		
evaluations/referrals	Participation in Child Study Meeting		
Time on task observations	Facilitating grade level meetings		
Facilitate parent/teacher conference	Input for ER, RR, and 504		
requests	evaluations/referrals		
Participate in Curriculum Development	Facilitate parent/teacher conference		
Meeting	requests		
Complete college application/transcript	Work with students to begin the scheduling		
paperwork	process for next year. Work with students		
Administer SAT/ACT/PSAT	to input course choice selections.		
	Coordination of awards for the Academic		
	Achievement Society and Honor Society		
	Order and prepare for AP exams		
	Administer SAT/ACT		
	Career graduation presentations		

Career: Attend Career Technology Center Counselor Meeting PA Caree Zone Coordinate Junior/Senior Parents Night regarding the College Admissions and Financial Aid Process Career Link Classroom Presentation-soft skills Classroom activities with Juniors for College Information and Majors	Career: Research in Stock Market Activity Field trips as an extension of classroom/career related lessons, such as BodyWorks in NYC or the Holocaust presentation at Marywood University.
Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meeting Facilitate parent communication Complete Homeless Report	Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meeting Facilitate Risk-Assessment Meeting Facilitate parent communication Complete Homeless Report Attend IEP meetings
November Academic:	May Academic:
Processing report cards/honor roll/rank Individual academic counseling Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Attend IEP meetings	Individual academic counseling Coordinate scheduling and administer of Keystone Exams Continue scheduling process Coordination and facilitation of awards for the Academic Achievement Society and Honor Society Administer AP exams
Complete college application/transcript paperwork Administer SAT/ACT 9 th grade visit and tour of Career Technology Center	Administer SAT/ACT Begin coordination of summer school
paperwork Administer SAT/ACT 9 th grade visit and tour of Career Technology Center Career: Career Research Writing Assignments	Begin coordination of summer school Career: Research in Stock Market Activity
paperwork Administer SAT/ACT 9 th grade visit and tour of Career Technology Center Career:	Begin coordination of summer school Career:

Facilitate parent communication			
Complete Homeless Report			
<u>December</u>	<u>June</u>		
Academic: Individual academic counseling	Academic:		
Time on task observations	Processing report cards/honor roll/rank		
Participation in Child Study Meeting	Process failure lists		
Facilitating grade level meetings	Communicate with parents regarding		
Input for ER, RR, and 504	summer school requirements		
evaluations/referrals	Notify parents of student placement		
Participate in Curriculum Development	Meet with learning support staff to		
Meeting	determine special education placements		
Complete college application/transcript	Process all student schedules		
paperwork	Administer SAT/ACT		
Administer SAT/ACT	Coordinate all gradation activities		
Return and discuss PSAT results			
Career:	Career:		
Career Fair attended by Juniors			
Presentations on resume writing,			
interviewing skills, vocational exploration			
Danganal/Capial, Individual/angua	Personal/Social:		
Personal/Social: Individual/group			
counseling Crisis response as needed	Individual counseling Crisis response as needed		
Facilitate SAP meeting	Facilitate parent communication		
Facilitate Risk-Assessment Meeting	Complete Homeless Report		
Facilitate parent communication	Complete Homeless Report		
Complete Homeless Report			
Complete Homeless Report			

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related			
Attend IEP meetings	Correcting teacher report card errors			
Process report cards	Facilitate Master Schedule			
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Attend Child Study meetings				
Attend SAP meetings				
Facilitate Parent/teacher conferences				
Individual/group counseling				
Professional development				
Classroom observations per Child Study				
Parent communication				
Individual academic counseling				
Facilitate Homeless Reporting				