

Glendale High School Counseling Department 2011/2012

Mission:

The GHS Counselors will provide a comprehensive developmental school counseling program addressing the academic, career, and personal/social development of all students. We will facilitate the support system so all students have access to the tools enabling them to become responsible and productive citizens, who can effectively manage future challenges and progress confidently into an ever-changing society.

Academic:

- Provide individual academic counseling to students and parents
- Advise students with regard to course selection and planning
- Develop and revise four year plans and post secondary plans
- Meet with new students and parents for registration purposes
- Facilitate middle school transition
- Identify and refer students for night school, alternative school placement, APEX and BYU
- Identify at risk students and refer to intervention opportunities including APEX, daily or weekly progress reports, tutoring, CAHSEE prep courses, and bridge program
- Participate in SST, IEP, and 504 process
- Assist with school wide testing
- Provide information regarding the CAHSEE, Bilingual Competency Exam, CST, and AP exams
- Participate in WASC accreditation process
- Deliver classroom presentations, evening parent nights, and student assemblies
- Participate in parent, student, teacher conferences, and meetings

Academic Adjunct Responsibilities:

- Back to School Night: All
- Bridge: Sheridan
- Daily Intakes: Tabor
- Master Schedule; fall/spring/summer: Hovannesian
- Middle School Registration: Rosas
- Registration Forms: Tabor
- School Site Council: Sheridan
- Summer School Registration Forms: Hovannesian
- UC A-G Requirements: Tabor

College/Career:

- Provide and maintain access to college representatives
- Write college letters of recommendation
- Complete mid-year and secondary reports
- Assist with PSAT testing
- Facilitate PSAT results interpretation
- Provide information for fee waivers, scholarships, and financial aid
- Encourage students to complete brag sheets
- Provide information and forms for Cal Grant verification
- Provide information for SAT/ACT testing and test prep
- Provide information for ROP and GHS Academies
- Utilize Connect Ed system
- Attend UC/CSU, USC, GCC and other professional development seminars
- Provide college application and related workshops
- Assist at the district sponsored College and Career Fair
- Sponsor financial aid - FAFSA—workshops
- Monitor and assist students with NCAA eligibility and registration
- Provide information for community service opportunities, summer internships
- Assist with student access to GCC and Cal State LA reps
- Assist with expanding the use of our College/Career center

College/Career Adjunct Responsibilities:

- Advanced Placement: Hovannesian
- AVID: Sheridan
- Brag Sheet: Rosas
- BYU Proctors: Iraheta, Sheridan
- College Application Workshops: Iraheta
- University Contacts: Iraheta
- GCC: Hovannesian
- ELC: Hovannesian
- NCAA: Rosas
- ROP: Iraheta
- SAT/ACT Test Prep and Fee Waivers: Sheridan
- Scholarships: All
- School Profile: Rosas

Personal/Social:

- Provide crisis intervention and appropriate mental health referrals
- Provide assistance and guidance through individual parent meetings
- Provide student counseling, guidance, and conflict resolution
- Refer students to SRO's, school psychologists, and other support staff
- Collaborate with teachers
- Support district Medi-Cal Administrative Activities (MAA)
- Identify and refer students for outside counseling services
- Identify and refer students and family to the appropriate agency or facility
- Conduct classroom guidance presentations
- Participate in Back to School Night, Open House, Senior Award's Night, and Graduation ceremony
- Participate in Community Outreach opportunities as needed
- Facilitate staff training of relevant student personal/social issues as needed

Personal/Social Adjunct responsibilities:

- Cal Safe Program: Iraheta
- Healthy Start: Rosas
- Link Crew: Sheridan
- Recognition Ceremonies: All
- Counselor Webpage: Iraheta

Counselor	Administrator	Location and Extension	Alphabet Caseload
Lois Sheridan	Lujan	Room 4112 ext 4125	A,L,Q,R
Arsine Hovannesian*	Sterling	Room 1106 ext 1114	B,C,D,E,F
Olga Iraheta	Heimerl	Room 2128 ext 2119	G,H,I,J,K
Sarah Rosas	Valdes	Room 7111 ext 7114	M,N,O,P
Jacqueline Tabor	Kataroyan	Room 4113 ext 4136	S,T,U,V,W,X,Y,Z

Other duties: Lunch Supervision

*Department Chair Responsibilities:

- Represent Counseling Department at Calendar, Instructional Cabinet, Administration and Department Meetings
- Chair Counselor Meetings
- Point Person for Counselors, Dept Chairs, and Mail