

Counseling Duties and Tasks

Below is a non-exhaustive list of the various duties and tasks counselors engage in throughout the year:

- Schedule changes throughout the year, including before and after school begins
- Onboarding transfer and new students throughout the year
- Attend 504 meetings for new and returning on caseload
- Attend Student Study Team/Student Assistance Team meetings
- First responders in student crisis situations (Tier 1-2), daily availability in schedule
- Collaborate with Mental Health team on student cases, submit referrals, coordinate services
- Participate in Back to School night, Open House and 8th grade Information Night
- Support AVID Program with classroom presentations
- Coordinate with Freestyle, Middle College and College Now staff
- Support ELD Program (at MVHS) with participating in EL Team, providing classroom presentations and parent outreach
- Offer bilingual presentations for all nightly parent events (back to school, open house, 8th grade information night)
- Support ELAC, DELAC, LUCHA, Latino Summit and Cafesito events for parents
- Collaborate with the College and Career Center on multiple events throughout the year (college planning, financial aid, scholarships)
- Develop and lead workshops in Countdown to College event
- Host the annual College Fair
- Process testing accommodations request for SAT/ACT/AP
- Write 50-70 letters of recommendation letters for seniors
- Write letters of recommendation for 9-11th graders for summer enrichment opportunities
- Disseminate a quarterly counseling newsletter to staff and families
- Hold "In Danger of Failing" meetings with 9-11 grade students
- Monitor seniors who are in danger of failing graduation requirements
- Host special sessions for students in Advisory or are available to students during this time
- Work with administration on scheduling of classes for all grades
- Lead 8th grade articulation meetings and presentations at middle schools
- Participate in Senior Awards Night
- Participate in Senior Picnic
- Proctor AP Exams
- Serve as liaisons with other departments on campus