RHS Counseling
Monthly Duties 2019-20
July

- Review summer school grades, count credits and change student schedules accordingly
- Enroll students in credit recovery (Aventa or Mt. SAC’s High School Referral Program)
- Enroll new students and evaluate their transcripts
- Present at 9th grade orientation
- Enroll new students and evaluate their transcripts
- Make fall athletic schedule changes
- Process numerous schedule change requests
- Resolve scheduling conflicts, balance classes, and keep teachers under their contractual student limit
- Update the School Profile, National Merit courses, QuestBridge courses, NCAA courses, A-G list, CommonApp Profile, and all other counseling documents & webpages
- Enroll new students and evaluate their transcripts
- Meet 1-on-1 with deficient 12th graders and personally contact their parents
- Meet 1-on-1 with deficient 11th graders and contact their parents via Parentlink
- Present college admissions information to 12th graders
- Conduct Individual Academic Plan presentations to 9 & 10th graders
- Begin 12th grade 1-on-1 college conferences
- Attend UC & Cal State counselor conferences
- Complete National Merit & QuestBridge Applications
- Monitor students’ 6 week grades (end of grading period 1)
- Plan & host Financial Aid Application Night
- Plan for & present College Fair workshop

September

- Plan for & present College Fair workshop
- Counsel students with F’s in required courses
- Meet 1-on-1 with deficient 12th graders and personally contact their parents
- Meet 1-on-1 with deficient 9-11th graders and contact their parents via Parentlink
- Continue 12th grade 1-on-1 college conferences
- Begin 9 & 10th grade 1-on-1 Academic Plan conferences
- Hold college application help sessions every Tuesday & Wednesday at lunch
- Complete CommonApp, SENDedu, & Coalition secondary reports and letters of rec
- Proctor the PSAT
- Attend College Board, ACT, WACAC conferences
- Complete Student Profiles for at-risk LEP students
- Fall CareerZone activities
November

- Monitor students’ 12 week grades (end of grading period 2)
- Meet 1-on-1 with deficient 12th graders and personally contact their parents
- Meet 1-on-1 with deficient 9-11th graders and contact their parents via Parentlink
- Continue 12th grade 1-on-1 college conferences
- Hold college application help sessions every Tuesday & Wednesday at lunch
- Complete CommonApp, SENDedu, & Coalition secondary reports and letters of rec
- Winter athletic schedule adjustments
- Attend EdFund conference
- ASVAB proctoring
December

- Enroll new students for 2nd semester and evaluate transcripts
- Complete 12th grade 1-on-1 college conferences
- Complete CommonApp, SENDedu, & Coalition secondary reports and letters of rec
- Adjust and balance student schedules for 2nd semester
- Begin building spring registration schedule
- Begin updating spring registration forms & course offerings sheets
- Meet with RFEP students making adequate/non-adequate progress
- Enroll new students for 2nd semester and evaluate transcripts
- Complete CommonApp, SENDedu, & Coalition mid-year reports
- Review students’ 1st semester grades and count credits
- Enroll students in credit recovery (Aventa or Mt. SAC’s High School Referral Program)
- Meet 1-on-1 with deficient 12th graders and personally contact their parents
- Meet 1-on-1 with deficient 9-11th graders and contact their parents via Parentlink
- Organize Mt. SAC’s Connect4 on-campus workshops

January
Meet 1-on-1 with deficient 12th graders and personally contact their parents

Meet 1-on-1 with deficient 9-11th graders and contact their parents via Parentlink

Present the online registration process to 10 & 11th graders & distribute reg forms

Register 10th & 11th graders for next year and summer school

Make spring athletic schedule adjustments

Monitor students’ 6 week grades (end of grading period 4)

Organize Mt. SAC’s Connect4 on-campus workshops
March

- Present the online registration process to 8th & 9th graders & distribute reg forms
- Register 8th & 9th graders for next year and summer school
- Begin scheduling students in Aeries for RHS & Mt. SAC summer school
- Meet 1-on-1 with deficient 12th graders and personally contact their parents
- Meet 1-on-1 with deficient 9-11th graders and contact their parents via Parentlink
- Complete Student Profiles for at-risk LEP students
- ASVAB proctoring
April

- Schedule students in Aeries for RHS & Mt. SAC summer school
- Monitor students’ 6 week grades (end of grading period 5)
- Meet 1-on-1 with credit deficient 12th graders and contact their parents
- Meet 1-on-1 with 9-11th graders with one or more Fs and contact their parents
- Enroll students from out of the district for next school year
- Meet with RFEP students making adequate/non-adequate progress
- Spring CareerZone activities
- Process scholarship applications
May

- Adjust schedules for RHS and Mt. SAC summer school
- Begin cleaning up master schedule for the next school year
- Proctor AP exams
- Enroll students from out of the district for next school year
- Make preparations for Senior Recognition Day
- Make preparations for Senior Awards Night
- Administer the senior survey
June

- Call deficient 12th graders and their parents regarding graduation status
- Register non-grads for Santana or Mt. SAC
- Graduation practice
- Continue cleaning up master schedule for the next school year
- Check final grades & adjust schedules for the fall
Ongoing Counseling Duties

- Handle student conflict resolution, crisis, personal issues, and all mental health issues & referrals
- Refer credit-deficient students to Aventa, ALP, Santana, Mt. SAC, BYU
- Planning & meeting professional analysis goals to meet the California Dashboard
- Take student and parent walk-ins
- Prepare for and attend SST (Student Study Team) meetings
- Prepare for and attend 504 meetings
- Attend IEP (Individualized Educational Plan) meetings (for Special Ed students)
- Attend SRP (Student Review Panel) meetings (for students up for expulsion)
- SAT/ACT fee waivers
- Post & advertise scholarships
Ongoing Counseling Duties

- Department liaisons to CTE, ELD, English, VAPA, Science, PE, Social Studies, World Language, Math, Honors, RSP, & AVID
- College and military reps visit campus
- Proctor BYU exams
- Plan & send reminder messages through the guidance social media accounts
- Attend Leadership Council meetings
- Update the Counseling section on the Principal’s Newsletter
- CBEDS transcripts
- Val/Sal calculation & determination
- Attend SART/SARB (School Attendance Review Team/School Attendance Review Board) meetings (for students with excessive tardies/absences)