

Bolsa Grande High School

Counselor Duties

2019-2020

General Counselor Duties

- ✓ Provide social/emotional, academic, and career counseling.
- ✓ Design and monitor individual student four-year plans utilizing CCGI.
- ✓ Register students in courses consistent with graduation, UC/CSU requirements and College and Career Readiness.
- ✓ Access and analyze data to place students in appropriate courses and interventions programs.
- ✓ Facilitate parent/teacher conferences.
- ✓ Participate in student IEP meetings.
- ✓ Present College and Career Readiness Units as well as Guidance Lessons.
- ✓ Distribute fee waivers for the SAT and ACT exams.
- ✓ Senior College Focus
- ✓ 504 Coordinator
- ✓ SST Coordinator
- ✓ Graduation Status Letters

Specialized Counselor Duties

Maria Uribe <i>A – El</i> Department Chair	Ana Ulloa <i>Em-Li</i>	Jack Acosta <i>Lo-Nguyen, Lu</i>	Ngoc Bui <i>Nguyen, Ly – Sanchez, D.</i>	Wesley Hubbard <i>Sanchez, E.-Z</i>
<ul style="list-style-type: none"> ○ Master Schedule Development ○ College Night ○ Registration and Orientation <ul style="list-style-type: none"> ● 8th and 9th-12th grade ○ 8th Grade Parent Night ○ Senior Focus ○ Guidance Calendar Coordinator ○ Senior Survey ○ Website Manager ○ Saturday Academy of Law (UCI) Coordinator ○ Strive Counselor ○ School Based Counseling Coordinator 	<ul style="list-style-type: none"> ○ CAST Coordinator ○ CAASPP/SBAC Coordinator ○ EAP Coordinator ○ Community College Liaison <ul style="list-style-type: none"> ● Workshop coordinator ● Application facilitator ● Line by Line application coordinator ○ PBIS/At-Risk Students ○ GATE Coordinator 	<ul style="list-style-type: none"> ○ Summer School Coordinator <ul style="list-style-type: none"> ● Parent Night ● Credit Recovery/D-Val ○ Senior Celebration Coordinator ○ Financial Aid <ul style="list-style-type: none"> ● Line by Line ● Cal Grant Verifications ● Workshop/Parent Night Coordinator ○ Senior College Boost Support ○ Credit Recovery Coordinator ○ APEX Coordinator ○ Seal of Bi-Literacy ○ CTE/Dual Enrollment Coordinator 	<ul style="list-style-type: none"> ○ SAT / ACT Coordinator <ul style="list-style-type: none"> ● SAT/ACT Prep Class Liaison ● Recruitment/Monitor ● Fee Waiver Monitor ● SSD Coordinator ○ AP Exam Coordinator <ul style="list-style-type: none"> ● Planning, organization, recruitment and execution ○ AVID Counselor ○ University Application <ul style="list-style-type: none"> ● Afterschool Workshop Coordinator ● UC/CSU/ Common App ○ UC ELC Coordinator 	<ul style="list-style-type: none"> ○ College/Career Readiness Units <ul style="list-style-type: none"> ● Planning, organization, and execution ○ Awards Night Coordinator ○ PSAT Exam Coordinator ○ University Liaison/Speakers Coordinator ○ NCAA Liaison ○ Scholarships <ul style="list-style-type: none"> ● Research ● Application facilitator ● Communication on website and weekly bulletin ○ Online Classes (Pacific Coast High School/Online Health)