

# Bolsa Grande High School

## Counselor Duties

### 2018-2019

### *General Counselor Duties*

- ✓ Provide social/emotional, academic, and career counseling.
- ✓ Design and monitor individual student four-year plans.
- ✓ Register students in courses consistent with graduation and UC/CSU requirements.
- ✓ 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.
- ✓ Lunch and detention supervision.
- ✓ Senior College Focus

### *Specialized Counselor Duties*

Maria Uribe <i>A – Gomez</i> <i>Department Chair</i>	Ana Ulloa <i>Gonzalez – Ngo</i>	Ngoc Bui <i>Nguyen - Ra</i>	George Ocean <i>Re-Z</i>	Esther Wu <i>Special Projects</i> <i>(Thursday &amp; Friday)</i> <i>*every other Wednesday</i>
<ul style="list-style-type: none"> <li>○ Master Schedule Development</li> <li>○ College Night</li> <li>○ Registration and Orientation               <ul style="list-style-type: none"> <li>● 8<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup> grade</li> </ul> </li> <li>○ 8<sup>th</sup> Grade Parent Night</li> <li>○ Senior Focus/Bulletin</li> <li>○ Guidance Calendar Coordinator</li> <li>○ Senior Survey</li> <li>○ Website Manager</li> <li>○ Saturday Academy of Law (UCI) Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>○ SBAC Coordinator</li> <li>○ CAST Coordinator</li> <li>○ CAASPP Coordinator</li> <li>○ EAP Coordinator</li> <li>○ Community College Liaison               <ul style="list-style-type: none"> <li>● Workshop coordinator</li> <li>● Application facilitator</li> <li>● Coordinator of technical program at school site (Welding Truck)</li> <li>● Line by Line application coordinator</li> </ul> </li> <li>○ Community College Placement Testing               <ul style="list-style-type: none"> <li>● Santa Ana College</li> <li>● Golden West College</li> <li>● Orange Coast College</li> </ul> </li> <li>○ ROP</li> <li>○ PBIS</li> </ul>	<ul style="list-style-type: none"> <li>○ SAT / ACT Coordinator               <ul style="list-style-type: none"> <li>● SAT/ACT Prep Class Liaison</li> <li>● Recruitment/Monitor</li> <li>● Fee Waiver Monitor</li> <li>● SSD Coordinator</li> </ul> </li> <li>○ AP Exam Coordinator               <ul style="list-style-type: none"> <li>● Planning, organization, recruitment and execution</li> </ul> </li> <li>○ AVID Counselor</li> <li>○ University Application               <ul style="list-style-type: none"> <li>● Afterschool Workshop Coordinator</li> </ul> </li> <li>○ UC ELC Coordinator</li> <li>○ Credit Recovery Lead Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>○ College/Career Readiness Units               <ul style="list-style-type: none"> <li>● Planning, organization, and execution</li> </ul> </li> <li>○ Awards Night Coordinator</li> <li>○ PSAT Exam Coordinator</li> <li>○ GATE Coordinator</li> <li>○ University Liaison/Speakers Coordinator               <ul style="list-style-type: none"> <li>● Research</li> <li>● Application facilitator</li> <li>● Communication on website and weekly bulletin</li> </ul> </li> <li>○ Online Classes (Pacific Coast High School/Online Health)</li> <li>○ Seal of Bi-literacy</li> </ul>	<ul style="list-style-type: none"> <li>○ Summer School Coordinator               <ul style="list-style-type: none"> <li>● Parent Night</li> <li>● Credit Recovery/D-Val</li> </ul> </li> <li>○ Junior Graduation Status Letters</li> <li>○ Senior Celebration Coordinator</li> <li>○ Financial Aid               <ul style="list-style-type: none"> <li>● Cal Grant Verifications</li> <li>● Workshop/Parent Night Coordinator</li> </ul> </li> <li>○ Senior College Boost Support</li> <li>○ Credit Recovery Support Coordinator</li> <li>○ FAR Practices/At-Risk Freshman Focus</li> <li>○ APEX Lead Coordinator</li> <li>○ SST Lead</li> <li>○ 504 Coordinator</li> <li>○ AP Testing Support Coordinator</li> </ul>

