

What does a Memorial High School Counselor do? (in no particular order)

ACADEMIC

- Assists with college application process
- Writes recommendations
- Evaluates academic credits
- Reviews mid-quarter grades/assesses needs
- Promotes and demotes students
- Provides career information
- Conducts individual interviews regarding post secondary options
- Develops course catalog
- Distributes and explains course catalog to students in grades 8-11 (South, Delong, MHS)
- Arranges course registration dates and times for students in grades 8-11
- Individually registers students for the next school year
- Attends annual meetings sponsored by the UW system and U of M
- Makes necessary schedule changes
- Communicates with college, technical college, and military representatives
- Enrolls new students
- Reviews cumulative folders
- Assists with needs of gifted and talented students
- Assists with the Charter school student needs
- Processes Youth Options paperwork
- Identifies and processes E.G. County Off Campus School paperwork
- Develops, updates, and implements 504 plans
- Attends annual IEP

SOCIAL/ EMOTIONAL

- Assists with conflict resolution
- Provides assistance for teen parents
- Communicates homeless needs to outside agencies
- Completes appropriate documentation regarding abuse and neglect
- Makes home visits to student/families in need
- Works with foster parents and juvenile detention personnel
- Assesses and works individually with students suffering from depression, anxiety, eating disorders, OCD, suicide
- Attends staffing at MIKAN

ATTENDANCE

- Attends truancy meetings
- Meets with truant students to discuss concerns
- Communicates with teachers to provide accurate information on truant students

ASSESSMENT

- Coordinates and administers the state WKCE
- Coordinates and administers the PSAT
- Coordinates and administers the Foreign language exams
- Coordinates the ASVAB
- Coordinates and administers the Advanced Placement exams (approximately 500 exams)
- Applies for and administers extended time special needs testing (ACT, PSAT, AP)
- Provides written documentation/recommendations for National Merit semi-finalists

SPECIAL EVENTS

- Coordinates and implements Freshman first day
- Coordinates and attends the December evening regarding course registration
- Coordinates and implements post-high school parent evening (spring)
- Coordinates senior awards assembly
- Coordinates commencement ceremony
- Coordinates Excellence in Education banquet CAREERS
- Provides career information
- Facilitates cluster tours at CVTC
- Coordinates college and military rep visits OTHER
- Coordinates and updates scholarship applications
- Coordinates programs such as Badger Boys/Badger Girls state
- Updates school profile yearly
- Facilitates support groups (AODA, stress, grief. Not on Tobacco, SAPAR)
- Develops a departmental budget
- Chaperones class trips
- Attends monthly Rotary meetings
- Facilitates Peer Pressure program for area fourth grade students