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Description automatically generated with medium confidence Underwood School Counselor** **Annual Calendar**

**School: Brett Pesce, MA, LCMHC, Underwood Gifted and Talented Magnet Elementary Academic Year: 2023-2024**

**A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support**

\***Confidence & Self Love: Small Group Counseling Program**/Counselor Keri

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|  | **Delivering** | |  |  |
| **Month** | **Direct Student Services Activities**  *(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)* | **Indirect Student Services Activities**  *(Significant collaborations, leadership, and advocacy activities)* | **Program Planning and School Support**  *(Defining, Managing, Assessing,*  *Fair-Share Responsibilities)* | **Non-Counseling School Task** |
| **Ongoing** | **\*Classroom SEL Counseling**   * Classroom counseling in grades 2-5 * Once a week K and 1st *Second Step* SEL lessons * K and 1st weekly *Second Step* letters to families via teacher’s newsletters   **Mentoring Program**   * Write up activities document month-by-month and distribute to Mentors * Coordinate with Heather Callahan about mentor assignments and plans * Mentors meet once a week with their students   **Clothing Closet**   * Organize and maintain a Clothing Closet (including coats) in coordination with the school social worker and in cooperation with the principal * Request and receive items from teachers and parents * Give these items **directly to students** that need them throughout the year   **Counseling/Intervention**   * Respond to acute and chronic student concerns * Individual Counseling: K-5 * Respond to student and family needs * Regularly consult, communicate, and consult with teachers and staff about student and family needs * Engage and communicate with families to build and maintain relationships * *Tenemos Esto!* small group * Play & Communication Skills groups * Establish groups that are based on needs of students/parents * Mentor program students | -School supplies, clothing & backpack distribution  **Mentoring Program**  -Meet with Magnet Coordinator to establish and implement Mentor Program between students referred by teachers, last year’s mentees and linking staff mentors with those students.  -Devising possible activities for the mentors to do with mentees.  **504 Eligibility Coordinator**  -Coordinate and collaborate with teachers, parents, and administration to set up 504 Eligibility and Annual Review meetings  -Print copies of 504 Accommodation Plans to teachers and specialists that have those students  -Send new and updated Annual Plans to Specialists and Testing Coordinators  **Backpack Buddies**  -Collaborate with Crystal Floyd-Wilson (School Social Worker) and parent volunteer Jillian Keefe with needed food bags to be delivered on Wednesdays  **Student Needs**  -Collaborate with school social worker to distribute to classrooms  -Create and update Backpack Buddies list of students in Google Docs and who received food bags  **Attendance Committee**  -Attend monthly meetings and consult with school social worker about students with attendance concerns  **\**Second Step* SEL Programming**  -Communicate with teachers about program implementation, parent communication to be sent out.  -Weekly lesson letters to parents via weekly teacher communication K and 1st, with this direction given to teachers in grades 2-5 with links to access  -Train new teachers how to use the program yearly.  -Monitor lessons taught and ensure that the Prep and Extend Activities for teachers in K and 1 are taught  -Provide administration with usage data quarterly.  **Behavior Team**  -Meet once a month to discuss Majors and Minors  -Update students that I have contact with and add new information in UGTM Google Doc  -Collaborate with staff to strategize and implement plans to meet student and family needs/concerns  **Leadership Team**  -Meet with grade level chairs, specials chair, intervention staff and admin to review, revise and analyze school data to meet the needs of students and families.  **Web Page**  Update the Counselor’s Corner on the school webpage | **Update School Counselor pages on school website**  **Google Documents in Shared Drive**  Continuously update and add to when needed  **\**Second Step* SEL Programming**  Collaborate with media center staff to create a library of books and media resources related to regulation of emotions to share with students and families. | **Breakfast Duty 8:45am-9:20am daily**  Monitoring students and behaviors coming in  the building  **Lunch Duty 1:00pm-1:45pm Tuesday & Thurs.**  Meet 2nd grade classes  Supervise and redirect student  behavior  Clean tables and pick up trash  **Carpool Duty 3:40pm-4:10pm daily**  Supervise students in the cafeteria  getting picked up in the carpool line |
| **August** | **See Ongoing Services**  **Counseling/Intervention**   * Respond to acute and chronic student concerns * Respond to student and family needs identified by the spring staff survey   **Parent Coffee, Parent Orientations**   * Consult and coordinate with Magnet Coordinator about agenda, training, refreshments, communication with PTA representative * Carry out training to kindergarten parents via Google Presentation (adjusting to kindergarten, common emotions, and behaviors, how to help your child succeed, SEL strategies) | **504 Eligibility Coordinator**  Respond to new 504 requests, out of state cases  **Fall Needs Assessment**  Collaborate with team about what to put on assessment, implementation dates.  Devise assessment  School supplies & backpack distribution  **Counseling/Intervention**  -Look at spring 2023 staff and parent survey data, determine identified needs, and develop plans to address  -Collaborate with teachers and administrators regarding student issues/needs for the year  **Needs Assessment: Backpack Buddies**  -Obtain names from last year’s Needs Assessment  -Add and delete students throughout the year  -Collaborate with Jen Page about how many families need food bags on Fridays  -Determine how to distribute food bags weekly.  **\**Second Step* SEL Programming**  *-Second Step* calendar planning  -Second Step information to teachers to hand out at Meet the Teacher night |  |  |
| **September** | **See Ongoing Services**  Planning for *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Fall Needs Assessment:**  -Collaborate with team  -Edit assessment  -Devise Google Docs for all areas of Needs Assessment documents  -Send out Needs Assessment to all families via parent emails, PTA weekly e-news, and paper versions to all students on the Backpack Buddies list.  **Classroom Counseling**  -Set up classroom counseling dates and times for the year  **ASCA Model Plan**  -Review last year’s results  -Present data and needs to UCARES team/Advisory Council  -Have Advisory Council sign the plans for the year |  |  |
| **October** | **See Ongoing Services**  Planning for*Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Counseling/Intervention:**  -Initiate and organize small groups based upon staff and parent surveys and what we’re seeing in school.  **Fall Needs Assessment/Thanksgiving:**  -Get family names from Needs Assessment responses  -Contact families from high needs list who haven’t responded by paper forms  -Communicate and coordinate with parents and partner organizations about meals, pickup and delivery dates and times  **Fall Needs Assessment/Angel Tree: List due to Hayes-Barton Baptist October 2023**  -Get family names from Needs Assessment responses  -Contact families from high needs list who haven’t responded about Angel Tree needs  -Get detailed information from parents about what they need.  -This year, do the beginning of the year Note in the Pocket referrals.  -Communicate and coordinate with SISP team about important dates and team member roles.  **Spotlight on Students Award**  -Get nominees from teachers  -Let admin know nominees and have staff vote  **ASCA Model Plan**  Gather data for ASCA model plan  -Look at 1st quarter data for behavior  -Analyze parent and staff survey results from the prior spring  -Determine the goals and strategies for the year  -Update ASCA plan in RAMP portal, review and update sub-categories and documents  -Upload new documents  -Have Annual Administrative Conference form completed  -Meet with Principal about Administrative Conference form/goals for the year  **Middle School**  Send any middle school tour information to parents  Put middle school tour information on the school counselor’s page on the school website |  |  |
| **November** | **See Ongoing Services**  *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **-See Ongoing Services** | **Classroom SEL Counseling**   * Post student work in hallway |  |
| **December** | **See Ongoing Services**  *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Fall Needs Assessment/Angel Tree**  -Assign any remaining students to staff who offer to help  -Pick up and organized hundreds of gifts  -Communicate and coordinate with parents and partner organizations about pickup, delivery dates and times  **Fall Needs Assessment/Book Fair Certificates**  Identify requests from Needs Assessment and teachers and distribute to students |  |  |
| **January** | **See Ongoing Services** | **ASCA Plan/Second Step:**  Administer post-assessment to all 1st graders about knowledge learned from Second Step  **Spring Needs Assessment:**  Mid-January: Utilize the same students/families who responded to the Fall Needs Assessment.  -Contact those families by paper to see if and what they need.  -Contact parents who haven’t responded.  **Start preparations for middle school registration** |  |  |
| **February** | **See Ongoing Services**  **Student Council meetings with administration, for 2nd-5th graders**  ***Tenemos Esto!* Small Group Counseling Program/Counselor Keri: Small group of seven sessions for 4th and 5th grade Hispanic boys** | **Middle School Registration Procedures:**  **Send out Math choices for Parents**  **Mid-Late February:** Next School Loaded into PowerSchool (get list from Holly)  **Late February to early March:**  -Communication with AIG Teacher:  -SSA Test REQUEST window  -Some who want extra testing (SSA) with Jen Page/AIG (she needs to notify parents and set a testing date. ‘21-’22 year, the request window was Feb. 22 to March 22. Actual testing window was April 7-28)  **-Make recommendations or do waivers for Math 6+/7+**    **-Teacher Recommendations for Core** due in PowerSchool (get instructions to 5th grade teachers, meet, and go through it)  **-Parent Communication/PTA E-News and other locations:**  **-Communicate with parents** about the middle school registration process and dates.  -Parents able to view electives online--**send links to them.**  **-Add note to parents about electives that require auditions**  **Spring Needs Assessment:**  -Beginning of February: Send parents/guardians the SPRING NEEDS ASSESSMENT.  -Contact parents who haven’t responded.  -February 2024: Google Spreadsheet emailed to me for Spring Needs Assessment (The Giving Cross) | **Classroom SEL Counseling**   * Post student work in hallway |  |
| **March** | **See Ongoing Services**  **Middle School Registration Mid-March to Mid-April:**  Meet with 5th grade students, help them make elective selections in PowerSchool  **Student Council meetings with administration, for 2nd-5th graders**  *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Middle School Registration Procedures:**  **Late February to early March**:  SSA Test REQUEST window  **Early March:**  **Send home envelopes with:**  -Middle school letters  -Paper copies of electives with directions sent with the letters  -Mail to any VA students  -Teacher collects them in their classroom  **Mid-March to Mid-April:**  Core Recommendations printed by Holly (Data Manager), and I send home to parents/guardians to review for accuracy/approval  **Spring Needs Assessment:**  **Spring Wish List Due March 2024:** Completed Google Spreadsheet Wish List due to Karen Strickland at Hayes Barton Baptist |  |  |
| **April** | **See Ongoing Services**  **Student Council meetings with administration, for 2nd-5th graders**  *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **504 Eligibility Coordinator**  Get ready for EOG testing/ROAs, and required paperwork |  |  |
| **May** | **See Ongoing Services**  **Student Council meetings with administration, for 2nd-5th graders (n=34)**  **Classroom SEL Counseling**   * *Funny Tummy* Program for 1st graders/District expectation   *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys | **Middle School Registration:**  **Early May:** Elementary Schools will send info to middle schools  Final Core AND electives requests copies sent home to parents  **Mid-May:** Counselor Watch Lists Due  **Spring Needs Assessment:**  **May 11th:** Spring Needs Assessment pick up time emailed to Karen Strickland at Hayes-Barton Baptist.  **May 2024:** Pick up on May 16th. Distribution to students and families | **ASCA/MEASURE:**  -ASCA data collection and MEASURE workup. Due June 30th.  **-Survey teachers and parents about next years’ needs and things to focus on** (Magnet Coordinator can add to *End of Year Checklist*) |  |
| **June** | **See Ongoing Services**  **Counseling/Intervention:**   * Wrap up Classroom Counseling: K & 1st via **\****Second Step* * Wrap up Individual Counseling: K-5 * Wrap up small group/ *Tenemos Esto!* **Small Group Counseling Program/Counselor Keri**: Small group of seven sessions for 4th and 5th grade Hispanic boys * Identify students who need to be seen or need continued counseling next year | **EOG testing administrator/proctor**  -Attend training  -Do administration and/or proctoring  **Retention Committee**  Meet about students listed for possible retention | **ASCA/MEASURE:**  -ASCA data collection/workup. Due June 30th.  -Survey teachers and parents about next years’ needs and areas to focus on.  ***\*Second Step* SEL Programming**  -Wrap up**\****Second Step* implementation for kindergarten and first grade  -Wrap up **\****Second Step* for 2nd-5th grade teachers, obtain feedback via teacher survey  -Devise *\*Second Step* usage report and send to Admin Team  **Shared Drives**  Check over all documents and finalize them as needed.  **Prep calendar for next year** |  |