

# TRI-CITIES HIGH SCHOOL

## 2020-2021 COUNSELING DEPARTMENT: COUNSELOR CASELOAD

Counseling Caseload	Counselor
9 <sup>th</sup> Grade	Jones
10 <sup>th</sup> Grade	Moore
11 <sup>th</sup> Grade	Dance (Supported by Moore)
12 <sup>th</sup> Grade	Green (Supported by Jones)
Graduation Coach	Leonard
Social Workers	Winkles and Tyler
Registrar	Fears
Records Manager	Cail
Parent Liaison	Floyd
Parent Liaison (Bilingual)	Carlos

# TRI-CITIES HIGH SCHOOL

## 2020-2021 COUNSELING DEPARTMENT: DIVISION OF DUTIES

Duty/Responsibility	Counselor
ACT and SAT Fee Waivers	Jones
Advisement Support	Moore
ASCA Lead	Moore
ASVAB Test	Caple/JROTC
Attendance Committee	Jones, Moore, Winkles, Tyler
AVID Liaison and Support	Green
Bulletin Board/Calendar	Jones
Classroom Guidance	All Counselors
College Visits	Floyd
Common Application	Green
Community Referrals	All Counselors, Winkles, Tyler
Conflict Resolution	All Counselors
Counseling Support (Academic, Social, Career)	All Counselors
Counseling Promotional/Informational Material	Jones
Credit Recovery Guidance	All Counselors
Crisis Team/CARE Team Contact	Jones/Moore
Data Collection and Goals	Jones/Moore
Diploma Orders/Honor Pins	Jones
Dual Enrollment Coordinator	Jones
Enrollment/Withdraw	Fears/Cail
Essay Workshop	Green
Evaluate/Back in Transcripts (within 2 weeks)	All Counselors
FASFA	Green
504 Meeting Attendance	All Counselors
Fulton County Senior Exit Survey Coordinator	Jones
Fulton Schools College and Career Academy Liaison	Dance
Fulton Virtual School and/or Georgia Virtual School Contact	Dance
GA Futures-Stars	Jones
Graduation Awards	Green
Graduation Committee	Green/Jones
Graduation Day Set Up	All Counselors
Graduation Clearance	All Counselors
Graduation Practice	All Counselors
Guest Speakers (2 per semester)	Green/Dance
Guidance Advisory Council Coordination	Jones
Home School Resources/Re-Enrollments	All Counselors
Honor's/Recognition Nights	Dance
HOPE eligible/ineligible reports	Green
Hospital/Homebound	All Counselors

IEP Meetings	All Counselors
IEP Issues and Concerns	Capers/Allen
Individual Graduation Plans	All Counselors
Junior Evaluations	Dance (Moore support)
Leadership Team	Jones
Magnet Support	All Counselors
Middle School Bridge Committee	Jones/Moore
National Merit Scholarship Program	Jones/Green
Naviance Coordinator	Jones
Naviance Programs	All Counselors
NCAA Clearinghouse Fee Waivers/Transcripts	Jones
New Student Enrollment	All Counselors
Other High School Options (Skyview/McClarín)	All Counselors
Parent Information Nights	All Counselors
PBIS Support	Dance
Recommendation Letters	All Counselors
REMIND	All Counselors
Restorative Practices	All Counselors
Scheduling	All Counselors
Scholarship and/or Summer Opportunities	Jones
Small Groups	All Counselors
Social Emotional Learning Lessons	Leonard/Granberry
Special Programs (SOS, RRW, Bullying Week, Etc)	Moore, Winkles, Tyler
SST/RTI Support	Rasheed, All Counselors
Student/Parent/Teacher Conferences	All Counselors
STAR Student Identification	Jones
Social Media Account Management	Jones
Testing (SAT Day, PSAT, AP)	Green
Website	Jones