

Counseling Responsibilities

<u>Jennifer Rocco</u>	<u>Lindsey Mulchay</u>	<u>Kelly Zabilka</u>
Counseling students whose last name begin with A-L (520) - personal, social and academic counseling	ACT Special Testing	Counseling students whose last name begin with M-Z(520) - personal, social and academic counseling
4-year planning	ACT Waivers	504 Coordinator/504 Counselor
8th Grade Transition	AP Accommodations	4-year planning
Collaboration with Outside Counseling Agencies	AP Coordinator	Back Up ARC Chair
Enrollment/Registration for transferring student	ASVAB Coordinator	Collaboration with Outside Counseling Agencies
Grading/Reports	CCR data & monitoring	Enrollment/Registration for transferring students
Graduation Planning	CCR schedule	Graduation Planning
Infinite Campus Building Coordinator	CCR test prep	KEES Account Communication with Central Office
KEES Account Communication with Central Office	College Applications	Special Education Scheduling
Master Scheduling	College Recommendations	TPS Liaison
Senior Honors Night	College Visits to our Campus	Transcript Management
Student Scheduling	Dual Credit Coordinator	
Student Scheduling Coordination/Communication	Fayette Co Vocational Liaison	
Transcript Management	Governor's Scholar/GSA	
	GSA-Gay Straight Alliance	
	Guidance Lessons: CCR related	
	ILPs	
	JCTC Liaison	
	Military Recruitment Contact	
	National Honor Society	
	National Honor Society	
	Office Aide & Independent Learning Contract	
	Parent Nights: FAFSA, COLLEGE Apps, GSP, AP	

	PSAT Coordinator	
	Scholarships & Financial Aid Info/FAFSA	
	Secondary School Reports	
	State Testing Coordination	
	Student Council	
	WORKKEYS Administrator	

**All: Suicide Prevention
Training with Students**

