

**Sunnyside Unified School District No. 12**

**School Counseling STATS**



 **for**

**Counselors with Elementary Students K - 6**

**2015 – 2016 School Year**

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**FIRST QUARTER STATS: 07/24/15- 10/09/15**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Total # of** | **Total # of**  | **Total # of** | **Student** | **Student** | **Presentations /** | **Staff**  | **Parent**  | **Total # of** | **Parent** |
|   | **students on** | **group**  | **classroom** | **contacts** | **staffings** | **Trainings** | **contacts** | **workshops** | **parents** | **contacts** |
| **School** | **group list** | **sessions** | **lessons** |  |  | **for Staff** |  |  | **attended** |  |
| Craycroft | 33 | 39 | 112 | 100 | 10 | 2 | 52 | 0 | 0 | 31 |
| Drexel | 11 | 49 | 70 | 80 | 21 | 1 | 59 | 0 | 0 | 15 |
| Elvira | 68 | 0 | 141 | 553 | 13 | 3 | 413 | 0 | 0 | 75 |
| Esperanza | 28 | 19 | 85 | 120 | 1 | 2 | 82 | 1 | 27 | 97 |
| Gallego Primary | 39 | 45 | 85 | 124 | 20 | 3 | 257 | 0 | 0 | 81 |
| Gallego Intermediate | 4 | 4 | 2 | 4 | 0 | 2 | 4 | 0 | 0 | 3 |
| Liberty | 0 | 0 | 104 | 60 | 0 | 0 | 35 | 0 | 0 | 43 |
| Los Amigos | 0 | 0 | 0 | 214 | 194 | 0 | 54 | 0 | 0 | 55 |
| Los Ninos | 30 | 41 | 117 | 27 | 5 | 1 | 65 | 0 | 0 | 12 |
| Mission Manor\* | 68 | 33 | 41 | 50 | 38 | 0 | 90 | 0 | 0 | 27 |
| Ocotillo Pre-K – 1 | 16 | 38 | 62 | 152 | 42 | 2 | 187 | 0 | 0 | 65 |
| Rivera | 22 | 18 | 46 | 230 | 21 | 2 | 110 | 2 | 26 | 45 |
| Santa Clara | 25 | 8 | 35 | 46 | 6 | 0 | 51 | 2 | 35 | 35 |
| Sierra 2 - 8 | 15 | 20 | 44 | 100 | 10 | 0 | 70 | 0 | 0 | 40 |
| Summit View | 31 | 29 | 92 | 197 | 7 | 1 | 180 | 0 | 0 | 62 |
| ED Program | 39 | 53 | 43 | 115 | 40 | 0 | 643 | 0 | 0 | 94 |
| **Quarter TOTALS** | **429** | **396** | **1079** | **2172** | **428** | **19** | **2352** | **5** | **88** | **780** |

\* Please note that there was no Mission Manor Counselor until Kelsi Redding was hired and started on August 31, 2015

**SECOND QUARTER STATS: 10/12/15 - 12/18/15**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Total # of** | **Total # of**  | **Total # of** | **Student** | **Student** | **Presentations/** | **Staff**  | **Parent**  | **Total # of** | **Parent** |
|   | **students on** | **group**  | **classroom** | **contacts** | **staffings** | **Trainings** | **contacts** | **workshops** | **parents** | **contacts** |
| **School** | **group list** | **sessions** | **lessons** |  |  | **for Staff** |  |  | **attended** |  |
| Craycroft | 30 | 75 | 54 | 63 | 11 | 1 | 73 | 0 | 0 | 38 |
| Drexel | 32 | 79 | 80 | 105 | 8 | 0 | 74 | 0 | 0 | 25 |
| Elvira | 81 | 47 | 148 | 132 | 10 | 2 | 145 | 0 | 0 | 38 |
| Esperanza | 35 | 42 | 97 | 87 | 6 | 1 | 73 | 3 | 15 | 68 |
| Gallego Primary | 49 | 55 | 78 | 83 | 18 | 1 | 157 | 0 | 0 | 48 |
| Gallego Intermediate | 4 | 3 | 2 | 5 | 0 | 2 | 3 | 0 | 0 | 2 |
| Liberty | 34 | 45 | 74 | 63 | 10 | 0 | 55 | 0 | 0 | 56 |
| Los Amigos | 41 | 78 | 54 | 47 | 8 | 3 | 55 | 0 | 0 | 42 |
| Los Ninos | 35 | 49 | 94 | 42 | 5 | 0 | 80 | 0 | 0 | 18 |
| Mission Manor | 79 | 63 | 75 | 130 | 19 | 0 | 120 | 0 | 0 | 37 |
| Ocotillo Pre-K – 1 | 32 | 42 | 147 | 96 | 23 | 1 | 105 | 0 | 0 | 36 |
| Rivera | 32 | 21 | 52 | 210 | 12 | 0 | 65 | 0 | 0 | 75 |
| Santa Clara | 20 | 4 | 25 | 50 | 20 | 0 | 28 | 2 | 30 | 35 |
| Sierra 2 - 8 | 20 | 50 | 40 | 95 | 12 | 0 | 90 | 1 | 160 | 45 |
| Summit View | 42 | 39 | 79 | 124 | 8 | 0 | 150 | 0 | 0 | 32 |
| ED Program | 40 | 51 | 35 | 95 | 23 | 0 | 455 | 0 | 0 | 94 |
| **Quarter TOTALS** | **606** | **743** | **1134** | **1427** | **193** | **11** | **1728** | **6** | **205** | **689** |

**THIRD QUARTER STATS: 01/04/16 - 03/14/16**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Total # of** | **Total # of**  | **Total # of** | **Student** | **Student** | **Presentations /**  | **Staff**  | **Parent**  | **Total # of** | **Parent** |
|   | **students on** | **group**  | **classroom** | **contacts** | **staffings** | **Trainings** | **contacts** | **workshops** | **parents** | **contacts** |
| **School** | **group list** | **sessions** | **lessons** |  |  | **for Staff** |  |  | **attended** |  |
| Craycroft | 31 | 70 | 61 | 68 | 19 | 0 | 43 | 0 | 0 | 35 |
| Drexel | 44 | 118 | 94 | 122 | 9 | 0 | 80 | 0 | 0 | 22 |
| Elvira | 67 | 102 | 147 | 186 | 13 | 7 | 253 | 0 | 0 | 26 |
| Esperanza | 42 | 64 | 90 | 110 | 4 | 2 | 80 | 2 | 20 | 72 |
| Gallego Primary | 56 | 70 | 81 | 102 | 12 | 0 | 130 | 0 | 0 | 52 |
| Gallego Intermediate | 7 | 4 | 5 | 6 | 0 | 4 | 2 | 0 | 0 | 5 |
| Liberty | 34 | 50 | 72 | 70 | 4 | 0 | 52 | 0 | 0 | 39 |
| Los Amigos | 81 | 113 | 86 | 187 | 86 | 0 | 54 | 0 | 0 | 51 |
| Los Ninos | 30 | 60 | 73 | 53 | 2 | 0 | 100 | 0 | 0 | 30 |
| Mission Manor\* | 21 | 30 | 37 | 188 | 14 | 0 | 75 | 0 | 0 | 44 |
| Ocotillo Pre-K – 1 | 21 | 29 | 128 | 148 | 18 | 1 | 106 | 0 | 0 | 32 |
| Rivera | 25 | 7 | 22 | 145 | 10 | 1 | 76 | 0 | 0 | 32 |
| Santa Clara | 28 | 8 | 30 | 40 | 21 | 0 | 30 | 2 | 34 | 28 |
| Sierra 2 - 8 | 35 | 35 | 35 | 70 | 12 | 1 | 50 | 0 | 0 | 40 |
| Summit View | 89 | 61 | 80 | 167 | 8 | 0 | 95 | 0 | 0 | 40 |
| ED Program | 41 | 54 | 42 | 127 | 31 | 0 | 540 | 0 | 0 | 121 |
| **Quarter TOTALS** | **652** | **875** | **1083** | **1789** | **263** | **16** | **1766** | **4** | **54** | **669** |

\* Please note the School Wide Crisis Situation at Mission Manor in January.

**FOURTH QUARTER STATS: 03/15/16 - 05/27/16**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Total # of** | **Total # of**  | **Total # of** | **Student** | **Student** | **Presentations /**  | **Staff**  | **Parent**  | **Total # of** | **Parent** |
|   | **students on** | **group**  | **classroom** | **contacts** | **staffings** | **Trainings** | **contacts** | **workshops** | **parents** | **contacts** |
| **School** | **group list** | **sessions** | **lessons** |  |  | **for Staff** |  |  | **attended** |  |
| Craycroft | 30 | 69 | 53 | 81 | 25 | 1 | 68 | 0 | 0 | 37 |
| Drexel | 48 | 101 | 101 | 130 | 10 | 0 | 48 | 0 | 0 | 23 |
| Elvira | 64 | 87 | 128 | 281 | 5 | 2 | 246 | 0 | 0 | 25 |
| Esperanza | 42 | 36 | 72 | 60 | 18 | 2 | 74 | 2 | 15 | 97 |
| Gallego Primary | 59 | 66 | 64 | 120 | 14 | 0 | 113 | 0 | 0 | 46 |
| Gallego Intermediate\* |  - | -  | -  | -  | -  | -  | -  | -  | -  | -  |
| Liberty | 36 | 40 | 46 | 42 | 5 | 1 | 38 | 1 | 5 | 43 |
| Los Amigos | 68 | 90 | 65 | 150 | 140 | 0 | 54 | 10 | 20 | 49 |
| Los Ninos | 36 | 51 | 99 | 43 | 3 | 0 | 123 | 0 | 0 | 21 |
| Mission Manor | 28 | 17 | 42 | 228 | 23 | 0 | 87 | 0 | 0 | 48 |
| Ocotillo Pre-K – 1 | 21 | 22 | 84 | 136 | 18 | 0 | 104 | 0 | 0 | 37 |
| Rivera | 25 | 8 | 30 | 165 | 18 | 3 | 86 | 0 | 0 | 75 |
| Santa Clara | 18 | 21 | 40 | 60 | 16 | 0 | 65 | 2 | 20 | 24 |
| Sierra 2 - 8 | 40 | 15 | 30 | 75 | 7 | 0 | 65 | 0 | 0 |  - |
| Summit View | 85 | 28 | 80 | 334 | 12 | 1 | 135 | 1 | 1 | 42 |
| ED Program | 44 | 69 | 33 | 118 | 28 | 0 | 468 | 0 | 0 | 91 |
| **Quarter TOTALS** | **644** | **720** | **967** | **2023** | **342** | **10** | **1774** | **16** | **61** | **658** |

\* Please note that the Gallego Intermediate Counselor did not turn in 4th quarter STATS, despite multiple attempts to obtain them, and completed his employment with SUSD on May 27, 2015.

**YEARLY COUNSELING STATS: 07/24/15 - 05/27/16**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Total # of** | **Total # of**  | **Total # of** | **Student** | **Student** | **Presentations /**  | **Staff**  | **Parent**  | **Total # of** | **Parent** |
|   | **students on** | **group**  | **classroom** | **contacts** | **staffings** | **Trainings** | **contacts** | **workshops** | **parents** | **contacts** |
| **School** | **group list** | **sessions** | **lessons** |  |  | **for Staff** |  |  | **attended** |  |
| Craycroft | 33 | 253 | 280 | 312 | 65 | 4 | 236 | 0 | 0 | 141 |
| Drexel | 48 | 347 | 345 | 437 | 48 | 1 | 261 | 0 | 0 | 85 |
| Elvira | 81 | 236 | 564 | 1152 | 41 | 14 | 1057 | 0 | 0 | 164 |
| Esperanza | 42 | 161 | 344 | 377 | 29 | 7 | 309 | 8 | 77 | 334 |
| Gallego Primary | 59 | 236 | 308 | 429 | 64 | 4 | 657 | 0 | 0 | 227 |
| Gallego Intermediate\* | 7 | 11 | 9 | 15 | 0 | 8 | 9 | 0 | 0 | 10 |
| Liberty | 36 | 135 | 296 | 235 | 19 | 1 | 180 | 1 | 5 | 181 |
| Los Amigos | 81 | 281 | 205 | 598 | 428 | 3 | 217 | 10 | 20 | 197 |
| Los Ninos | 36 | 201 | 383 | 165 | 15 | 1 | 368 | 0 | 0 | 81 |
| Mission Manor\* | 79 | 143 | 195 | 596 | 94 | 0 | 372 | 0 | 0 | 156 |
| Ocotillo Pre-K – 1 | 32 | 131 | 421 | 532 | 101 | 4 | 502 | 0 | 0 | 170 |
| Rivera | 32 | 54 | 150 | 750 | 61 | 6 | 337 | 2 | 26 | 227 |
| Santa Clara | 28 | 41 | 130 | 196 | 63 | 0 | 174 | 8 | 119 | 122 |
| Sierra 2 - 8 | 40 | 120 | 149 | 340 | 41 | 1 | 275 | 1 | 160 | 125 |
| Summit View | 89 | 157 | 331 | 822 | 35 | 2 | 560 | 1 | 1 | 176 |
| ED Program | 44 | 227 | 153 | 455 | 122 | 0 | 2106 | 0 | 0 | 400 |
| **Quarter TOTALS** | **767** | **2734** | **4263** | **7411** | **1226** | **56** | **7620** | **31** | **408** | **2796** |

\* See previous quarters for details on limitations/ interruptions in providing Counseling Services.

**STUDENTS ON COUNSELING GROUP LIST**

**COUNSELING GROUP SESSIONS**

**CLASSROOM GUIDANCE LESSONS**

**STUDENT CONTACTS**

**STUDENT STAFFINGS (504’s, IEP’s, Child Studies, Child Family Team (CFT) Meetings)**

**PRESENTATIONS / TRAININGS FOR STAFF GIVEN BY COUNSELOR**

**STAFF CONTACTS**

**PARENT CONTACTS**

**WORKSHOPS FOR PARENTS**

**PARENTS ATTENDING WORKSHOPS**

**OTHER ACTIVITIES COMPLETED BY COUNSELORS THOUGHOUT THE 2015-2016 SCHOOL YEAR**

**CRAYCROFT:** Site meetings with Leadership Team on Monday, Support Staff Leadership and Training Meetings on Wednesday, Craycroft Staff Meetings and Staff Professional Development, PBIS staff support, Present at Be The Three Assembly, In-service to staff on The Counselor's Duties and Responsibilities, Training for Teachers on procedures for making Mandatory Report, Assist teachers when making Child Abuse Mandatory Reports. Attend parent teacher conferences, Craycroft Meet Your Teacher Night/ Counselor Booth, everyday Parent pick up duty, Ben's Bells Kind Campus Activities and Assemblies and award recognition. Ben's Bell's Kind Campus Kindness Program Training Aug 21-22, 2015, Craycroft Kindness Club, and attend Parent Districtwide Council Meetings, K-12 Task Force Meeting, K-5 Elementary Counselor's Monthly Meeting, K-12 District Wide Counselor's Meeting, Distribute to all parents The Fair and Consistent Newsletter monthly, Crisis Response Training, Mandatory Reporting, De-Escalation &PRT Training

**DREXEL:** Attendance committee, TAT committee, PBIS committee, site professional development, counselor collaboration, parent council meetings, student council advisor, student council weekly meeting, PBIS store supervision daily, daily bus duty, Ben's bells coordinator, Arizona nutrition network coordinator, K-12 district counselor meeting, IEP/504 meetings, school-wide food drive coordinator, maintaining PBIS student pictures and facilitating drawings for rewards, attending parent-teacher conferences, wellness committee member, AZ Merit proctor, wellness week planning, weekly staff meetings, DCS calls, Career Day facilitator, Earth Day school-wide weekly activity co-coordinator, Earth day contest/assembly facilitator, 6th grade transition field trip coordinator, School carnival, Earth Day planting facilitator, Box Tops coordinator, Meet the Teacher night, open house, crisis response training, crisis response situations, PRT training, de-escalation training

**ELVIRA (Part 1): Site Team /Committee Meetings:** Beginning of the Year Meeting with Elvira Principal (07/20), Beginning of the Year Elvira Staff Orientation (07/27), Elvira Staff Meetings (07/29, 08/05, 08/12, 08/14, 08/26, 11/18, 11/25, 12/09, 12/16, 12/18, 01/06, 01/13, 03/30, 04/06, 04/13, 04/28, 05/04, 05/11, 05/27); Elvira ED Program Meeting (07/28, 04/20, 05/04); PBIS/Wellness Team Member, Site Intervention Team (SIT) Member; **District Team / Committee Meetings:** Elementary Counselors Meetings (08/19, 09/16, 11/04, 12/18, 01/20, 02/17, 03/14, 05/18); SUSD District Crisis Team Member: Responded to Mission Manor Crisis (01/14); SUSD Elementary Counselor Guidance Lesson Project Meetings (05/24, 05/31); **District Wide Meetings:** Beginning of the Year Welcome District Wide Meeting (07/27); K-12 Counselors Meeting (10/21, 04/27); K-8 Counselors Meeting (07/24); Pride of Sunnyside Award Ceremony (08/26), District Parent Council Meeting (09/25, 12/04); **Program Coordinator Responsibilities**: Elvira School Counseling Program: Services Preview for Elvira Staff (07/30), Guidance Lesson Scheduling Information for Staff (01/04, 1/28, 02/29, 04/08, 04/26), Counseling Newsletter for Parents Information for Staff (09/01, 11/06, 01/25, 02/12); Ben's Bells Kind Campus Program: Distribute Kind Campus Program Monthly Guide and Activities to Staff (09/02, 10/19, 11/09, 12/04, 01/11, 02/12, 03/03, 04/07,05/15), K - 6 Kind Campus Lessons (27 lessons between 09/03 - 09/29 & 9 lessons between 10/02 - 10/08, 18 lessons between 10/19 - 11/02 & 19 lessons between 12/04 - 12/17, 24 lessons between 01/20 - 03/04, 2 lessons between 04/07-04/08 & 27 lessons between 05/02 - 05/20), Ben's Bells Kind Campus Program Self-Kindness Trainings for Staff (02/10, 05/11),Distribute #BeKindChallenge2 Progress Update & Materials (10/01, 10/09, 11/16, 12/04, 01/06, 02/17, 03/29, 04/08, 04/25, 05/01), Present First Place Prize to Ms. Fermawi's 4th Grade Class (05/02), Present Second Place Prize to Ms. Gallardo's 5th Grade Class, Distribute Culture of Kindness in Your Classroom Information to Staff (07/30), Distribute Kind Campus Program Information Letter to Parents (09/28), Distribute Special Kindness Month Information & Materials for October (10/01, 10/05, 10/09, 10/23, 11/02), Distribute Special Kind Valentine Note Cards (02/11), Distribute Kindness Notes for Kind Request to Show Gratitude to our Kind Campus Sponsors (02/15), Distribute Information & Kindness Slips for National Random Acts of Kindness Day (02/17), Distribute Special Earth Day Kindness Information & Materials (04/22),Coordinate Kindness Month Kick-off Assemblies (09/23, 09/28 - 09/30, 10/01), Ben's Bells Kind Campus Program Kindness Coin Necklace Training for Staff (08/14), Attend Ben's Bells 2016 Kindness Conference (08/21 - 08/22), Run Vendor Information Booth representing SUSD Kind Campus Schools (08/21 - 08/22), Planning for Kind Campus Assembly with Jeannette Mare (12/14, 02/01, 02/02), K - 6th Grade Kind Campus Assemblies with Jeannette Mare of Ben's Bells - 2 for 30 minutes each (02/02), End of the Year Kind Campus Student Surveys for 4th, 5th, & 6th classrooms (05/16 - 05/20), End of the Year Kind Campus Staff Surveys (05/18); Coordinate Kindness Tree Mural Installation (04/11, 04/12, 04/14, 04/15, 04/18, 04/19, 05/03, 05/10, 05/13, 05/25); JA Day Coordinator: Meeting with Carolyn Gorst (08/21); Coordinate Middle School Transition Visits (05/06, 05/09); **Site Professional Development:** Mandatory Reporting Presentation (08/05), Teacher Evaluation System In-service (08/14), PBIS Training (08/14), AZ Merit Administrator Certification Training (03/02), Mandatory SUSD Insurance Information Meeting (04/20); **District Professional Development:** Crisis Response Training for Counselors for 3 hours (08/28), Physical Restraint and De-escalation Training for Counselors for 3 hours (08/28), District Mentorship Training (10/22), District Mentorship Training (01/28); Elementary Counselor Training on Roles and Accountability of SUSD Counselors (03/14), Mentorship Study Day (04/22);

**ELVIRA (Part 2):** **Out of District Professional Development:** ASCA National Conference (06/28 - 07/01); School Site Supervisor for U of A Counseling Practicum Student for Fall Semester: Practicum Information Meeting (08/20), Initial Interview (08/27), Practicum Supervision at Elvira(09/03, 09/10, 09/17, 09/24, 10/01, 10/22, 10/29, 11/05, 11/12, 11/19, 12/03, 12/10); Ben's Bells 2015 Kindness Conference (08/21 - 08/22), AzSCA School Counselor Administrator Symposium (01/29); **Outside Agency Meetings:** CFT Meeting with La Frontera (09/29, 11/03, 12/15); **Crisis Response:** Keeping Kindness In Mind Email to Staff in Response to Paris Attacks (11/16), Respond to Crisis Situation at Mission Manor - all day (01/14), CPS Reports (04/07, 05/19); Email to Staff about Speaking to Students about Traumatic Events (04/29); Respond to Crisis regarding student in 2nd Grade Classroom (30 minutes on 05/04); **Special Counselor Events:** Kindness Month Kick-Off Assemblies (two 30 minute assemblies on 10/01); How We Spread Kindness Door Decoration Contest (10/01 - 10/07); October Kindness Month Activities: Kind Notes (10/05 - 10/09), Acts of Kindness Slips (10/19 - 10/23), Step Up and Be Kind Against Bullying Contracts (10/26 - 10/30); K - 6th Grade Kind Campus Assemblies with Jeannette Mare of Ben's Bells - 2 for 30 minutes each (02/02); Stress Less for the Test Special Lessons (13 Lessons: 03/29 - 04/06); Distribute Stress Reduction Technique Videos for use in classrooms during testing (04/05); **Grade Level or School Wide Assemblies:** Veteran's Day Special Assembly with Veteran Community Member Guests (11/10), Challenger Staff visit 6th Graders at Elvira (05/06), 6th Graders from Elvira visit Challenger (05/09); **Grade Level or School Wide Events/ Programs**: Elvira Meet Your Teacher Night (07/28), Special PBIS Extended Lesson for Kindergarten class (08/10), Elvira Fall Festival (10/02), Elvira Open House (10/07), Elvira Halloween Parade (10/30), Kindergarten Round Up Parent Information Event (02/24); **Before & Afterschool Monitoring Duties:** Afterschool Bus Duty:(08/04, 08/11, 08/18, 08/25, 09/01, 09/08, 09/15, 09/22, 09/28, 09/29, 09/30, 10/01, 10/02, 10/05, 10/06, 10/08, 10/19, 10/20, 10/23, 10/26, 10/27, 10/29, 10/30, 11/02, 11/03, 11/05, 11/09, 11/10, 11/12, 11/13, 11/16, 11/17, 11/20, 11/23, 12/03, 11/04, 11/07, 11/08, 12/10, 12/11, 12/14, 12/15, 12/17, 01/04, 01/05, 01/08, 01/11, 01/12, 01/15, 01/19, 01/21, 01/22, 01/25, 01/26, 02/02, 02/03, 02/04, 02/05, 02/08, 02/09, 02/11, 02/12, 02/15, 02/16, 02/18, 02/19, 02/22, 02/29, 03/01, 03/03, 03/04, 03/07, 03/08, 03/10, 03/11, 03/28, 03/30, 03/31, 04/04, 04/05, 04/08, 04/11, 04/12, 04/15, 04/18, 04/19, 04/21, 04/25, 04/26, 04/28, 04/29, 05/02, 05/03, 05/06, 05/10, 05/12, 05/13, 05/16, 05/17, 05/20, 05/23, 05/24, 05/25, 05/26); **Lunch / Recess Duties:** Kindergarten Lunch & Recess Duty (07/29 - 07/31, 08/03 - 08/07, 08/10 - 08/14, 08/17 - 08/21, 08/24 - 08/28, 08/31 - 09/04); Substituting / Supervision: Substituting for 20 minutes (04/11); Substituting for 1 hour (05/25); Supervise students at School-wide Attendance Flag Ceremony for 30 minutes (05/09); Supervise at School-wide Field day for 1 hr. 30 minutes (05/16); **Assessment Proctoring or Administration:** AZ Merit Practice Testing with 5th Grade Pull-out students (03/08), Administer AZ Merit Writing (04/05, 04/07), Administer AZ Merit Reading & Math (04/25, 04/26, 04/28, 04/29); **Other Responsibilities:** Mentor new Mission Manor Counselor: Attend District Mentorship Training (10/22), Weekly Mentorship Email Check-ins with Kelsi (08/28, 08/29, 08/31, 09/02, 09/03, 09/04, 09/09, 09/11, 09/16, 09/25, 10/06, 10/09, 10/19, 10/26, 10/27, 10/29, 10/30, 11/02, 11/09, 11/16, 11/17, 11/19, 12/04, 12/18, 01/04, 01/06, 01/08, 01/14, 01/15, 01/19, 01/20, 02/02, 02/05, 02/08, 02/09, 02/10, 02/12, 02/17, 03/04, 03/10, 03/11, 03/14, 03/31, 04/05, 04/06, 04/07, 04/08, 04/13, 04/13, 04/16, 04/19, 04/21, 04/22, 04/26, 04/27, 05/18, 05/22, 05/27, 05/31), Monthly Mentorship Check-in Meeting (08/28, 09/04, 09/16, 09/25, 10/29, 11/04, 11/19, 12/18, 01/14, 01/20, 02/10, 02/17, 03/14, 04/06, 05/18, 05/31), Mentorship Study Day (04/22); Distribute "Helping Children Learn" Counseling and Academic Readiness Newsletter (09/02, 10/09, 11/09, 01/25, 02/12, 03/29, 04/12, 05/18); Coordinate and Train Counselors on SUSD Elementary Counselor STATS & Data Reports (08/19, 10/08, 10/09, 12/14, 01/06, 01/13, 02/17, 02/18, 03/10, 03/14, 03/29, 04/16, 05/19, 05/26, 05/27, 05/31 - 06/03, 06/06 - 06/08); Distribute Counseling Related Information to SUSD Elementary Counselors (11/16, 01/06, 01/11, 01/12, 01/19, 03/14, 04/13, 04/19, 05/31); Distribute National No-Name Calling Week Information to Elvira Staff (1/19); Conduct Special Counselor Services Information and Data Trainings for Individual Counselors (01/04, 01/13, 03/14); Present at Kindergarten Round Up Parent Information Event (02/24); Distribute Counseling Awareness Month Information to staff (04/13, 05/18), Participate in 1st Grade Ladies Tea (05/10), Participate in Elvira Preview Night (05/18); Coordinate SUSD Elementary Counselor Guidance Lesson Project (05/04, 05/18, 05/24, 05/31); Run Kind Campus Program Information Booth at Elvira Color Run Fundraising Event for 4 hours (05/14)

**ESPERANZA: Site Teams/Committees:** Support team Member (weekly meetings); Leadership team; 504 Team Coordinator; Co-chair Esperanza Kindness Team; Eagle Pride Student of the Month Committee; PBIS Team Co-Coordinator; Parent Teacher Group Committee; School Attendance Committee; Esperanza DCS Child Family Team Representative; Operation School Bell Committee Member; **District Team/Committees:** K-12 District Counselor Task Force, Elementary Counselors Collaboration Team (monthly meetings), K-12 Counselor Collaboration Team (2 meeting this school year); K-12 Counselor Crisis Intervention Team; **School-wide Assemblies:** Esperanza Student of the month Eagle Pride Monthly Assembly; Meet Your Teacher Meeting; **Professional Development:** Attended 8 staff Professional development meetings; WICOR Training (Oct. 11); **Program Coordinator:** 504 coordinator; PBIS Co-Coordinator; Esperanza Kind Campus Program Coordinator: Esperanza Kind Kids Club Sponsor, Coordinate Ben’s Bells Be Kind Mosaic Mural Installation; Coordinate Shyanne Kindness Family Gift Giving Event; Coordinator of Peter Piper Pizza School Night; 6th Grade Transition Field Trip Coordinator; Esperanza Crisis Response Coordinator for Students and Families; Literacy Connects Coordinator; Out of **District Professional Development:** Ben's Bells Kindness Conference (Aug 21 and 22); **District Meetings:** Beginning of the Year District Wide Meeting (07/27), K-8 Counselor Meeting (07/24); District Parent Council Meetings; **Crisis Response:** Crisis referral for Student to Kino intervention Crisis Intake; **Substituting:** in classrooms 3 times (1st quarter); Substitute 8 hours (2nd quarter); Substitute in classrooms (3rd quarter); in classrooms 4 time (4th quarter; Lunch /Recess Duty: 40 minutes daily; **Other Responsibilities:** Food Box Organization and Distribution; Esperanza School Fall Festival; Distribute Monthly Counseling Newsletter through the Parent Institute; Attend Fall and Spring Parent-teacher conferences; Participated in Family Movie Night; Love of Reading Night Participant, Parent Teacher Group Movie Night Volunteer; Facilitate Parent/Child Workshops

**GALLEGO PRIMARY: Site Team /Committee Meetings:** Team Leadership Meeting (9/30), TAT Team Lead, PBIS Committee, Student Council Faculty Sponsor, 504 Team; **District Team / Committee Meetings**: Counselor Meeting (8/19, 9/16), Counselor Task Force Meeting (9/4, 9/9); **District Wide Meetings**: District Parent Council Meeting (9/25); **Program Coordinator Responsibilities:** Student Council Coordinator, Ben's Bells Kind Campus Coordinator, Coordinator for Reading For Education Fundraiser, 504 Team Coordinator; **Site Professional Development:** Reporting and Log entries (9/2); **District Professional Development:** Crisis Response Training (8/28), De-escalation and Restraint (8/28), Parent Referral and Support Training; **Out of District Professional Development:** Ben's Bells Conference (8/22); Outside Agency Meetings: Salvation Army (9/16); **Before & Afterschool Monitoring Duties:** Bus Duty Daily; **Lunch / Recess Duties:** First Grade Lunch; **Special Counselor Events:** Ben's Bells Kind Campus Program Quarterly Incentive Parties; **Grade Level or School Wide Events/ Programs:** Spring Carnival, 3rd grade Dance, STUCO; **Special Grade Level or School Wide Assemblies:** STUCO Election Assembly (9/30); **Assessment Proctoring or Administration:** AzMerit small group pullout and AZMerit 504/IEP students; **Other Responsibilities:** Attended Special Grade Level or School Wide Assemblies, Run Spring Carnival Booth, 21st Century Tutoring (all year), attend Parent-Teacher Conferences, Mentor Gallego Intermediate School Counselor (Wilson Counts); Co-facilitate Groups at Gallego Intermediate School

**GALLEGO INTERMEDIATE: NO INFORMATION PROVIDED FOR YEARLY SUMMARY**

**LIBERTY: Site Teams/Committees:** Group Facilitator for Ben's Bells Committee, Group Facilitator for PBIS Committee; Support member Leadership Team; 504 Team Coordinator; Attendance Committee Member, TAT Member, Liberty Staff Meetings; **District Teams/Committees:** Elementary Counselor Collaboration Team (monthly meetings), Coordinate Daily Bus Duty; **Outside Agencies:** referrals for parents; **Program Coordinator:** PBIS Coordinator: Organized and Implemented Location Demonstrations, PBIS ice cream party with the principal, PBIS movie incentive for students; Liberty Kind Campus Coordinator: Organized and implemented Kindness Assembly; Make a Difference Day Coordinator; 504 Team Coordinator; 504 Coordinator; Coordinated 6th Grade Transition Visits to Apollo; Coordinated Liberty Career Day, Coordinated STAR Program for girls; **Professional Development:** Coaching Class (Oct. 16 – 19); **Before/Afterschool Duties:** Daily Bus Duty; **Lunch/Recess Duties:** Cafeteria Duty 4 hours per week every other week, Morning Playground Duty Daily; **Substituting:** Teach for SFA when needed, Substitute for 4 days during 4th quarter; **Support:** Field Day, Student of the Month, School Crisis Plan; **Assessment Proctoring / Administration:** support for AZ Merit Testing; **Crisis Response:** 2 DCS reports; **Other Responsibilities:** Student of the Month Assemblies, Weekly update of Counselor Page on LEARN including Parent Newsletter, Attended Meet Your Teacher Night, TAT follow ups, Kindergarten support first 2 weeks of school, Attend Parent Teacher Conferences, Completed Individual Behavior Plans for Students

**LOS AMIGOS: Site Team/Committee Meetings:** Leadership Team, PBIS Committee, Weekly Support Staff Meetings, Parent Teacher Council; **District Wide Meetings:** District Parent Council; Crisis Response: District Crisis Team Response, CPS Calls, Triage; **Lunch/Recess Duties:** Daily Lunch Duties; **Afterschool/Morning Duties**: Daily Parent Pick-up Duties, Daily Morning Duty; **Other Responsibilities:** Attend Town Hall Meeting, Conduct 5th Grade Wellness Unit with School Nurse, Run Student Council Store; Supervise on Field Trips

**LOS NINOS: Program Coordinator Responsibilities**: 504 Coordinator, Peer Mediator Coordinator, Ben's Bells Kind Campus Program Coordinator, JA (Junior Achievement) Coordinator, Coordinated 6th Grade Transition Visits to Challenger**; Before & Afterschool Monitoring Duties**: Daily Bus Duty, Daily Lunch Duty, Daily Recess Duty**; Other Responsibilities**: ICO Hikes (Inner-city outings), **District Crisis Team, CFT Meetings, District Counselor Collaboration, Proctor for AZ Merit**

**MISSION MANOR:** Career Day Coordinator, Kind Campus Coordinator, Peer Patrol Coordinator, SAT Meetings (every Tuesday morning), Individual Crisis Support, school crisis 1/14/16, IEP meetings, Kinder-Roundup, Individual Crisis support (3/4- call in for SAMHC crisis counselor), PBIS meeting (monthly), SLT meetings (monthly), emergency sub for classes, after school day care pickup support, peer mediations (as needed), implementation of behavior charts (as needed), 504 coordinator, counselor's collaboration (monthly), 1st year mentorship program (monthly meetings with mentor), kind discipline meeting 2/11/16, District Parent Council meetings, test administrator for AzMerit, college awareness week activities, fall festival support, promotion ceremony support

**OCOTILLO PRE-K - 1: Site Team/Committee Meetings:** Leadership Meetings (every other Wednesday), TAT team member (every Tuesday AM), Project SOAR Liaison, PBIS Team, Attended teacher team meetings and Wednesday staff meetings; **District Team/Committee Meeting:** Counselor Meeting (monthly); **Program Coordinator Responsibilities:** Project Soar Liaison, 5th Grade STARBASE Coordinator, Coordinated 5th Grade Sierra Students Mentoring with Ocotillo K-1 students, Coordinate 8th Grade Sierra Student SOAR Mentors reading to K-1 Ocotillo students during Love of Reading Week, Coordinate Shyann Kindness Project Visitation for this year, Coordinate Shyann Kindness Project SPED Program for next year, Coordinated Sierra 2nd Grade PBIS, Coordinate Fundraiser for a staff member who is critically ill and for a teacher who lost her husband, Set up and coordinated 1st grade visitation to Sierra 2-8; **Out of district Professional Development:** Schools to Prison Training; **Outside Agencies:** Referrals, CFT Meetings on 3 Different Families (2nd quarter), CFT Meeting on 2 Different Families (3rd quarter), CFT Meetings for 3 Different Families monthly (4th quarter); **Substituting/ Supervision:** Substitute in classrooms, Supervise at Kindergarten Promotion practice, Supervise at School Picture Days for Ocotillo and Sierra, and Supervise at Ocotillo & Sierra Grade Level Promotions, Supervise During Water Day, Supervise at 8th Grade Dance, Supervise at 8th Grade Luncheon; **Crisis Response:** CPS/DCS/911 calls, (every quarter – 6 calls during 3rd quarter) Incident reports, **Assessment/Proctoring:** AZ Merit Testing Facilitator; **Lunch/Recess Duty:** Lunch duty daily; **Afterschool/Morning Duty:** Before School duty daily, Afterschool duty daily; **Other Responsibilities:** Distribute Fair and Consistent Counseling Newsletter (monthly), Participate in Open House for Ocotillo and Sierra, Participated in Student of the Month, Participate in Ocotillo Fall Fiesta, Participate in Ocotillo Spring Fair, Participate in Sierra Spring Carnival, IEP Meetings, 17 TATS during 2nd quarter, 9 TATS during 3rd quarter, Conducted Functional Behavior Assessment (FBA) on 6 students, Attend Fall and Spring Parent Conferences, Conduct Attendance Check-ins, Conduct Home Visitations, Supervise on Field Trips, Sent home fliers to parents (monthly), Found resources for parents who found themselves homeless or unable to pay their bills, Placement of students in next year's 1st and 2nd grades, Spoke with 8th graders with 2 of more F's about the Boost Program and end of the year activities

**RIVERA: Site Team/Committee Meetings**: Leadership meeting every Wednesday from 7:15-8:00, Student Council Meetings every Wednesday from 12:15-12:45, PBIS Team, Attendance Team Member; **District Team/Committee Meetings:** Monthly Counselors Meeting; **Project Coordinator Responsibilities:** Student Council Mentor, Student Council Meetings every Wednesday from 12:15-12:45, Support Service Night/Open House Organizer, Coordinate Dog Therapy Sessions every other week (2 teams), Humane Society Classes Organizer for grades k, 1st, 5th & 6th, 21st CCLC Co-Coordinator, Quarterly Celebration Organizer, Character Counts Coordinator, Kind Campus Coordinator, PBIS Mentor, Gallery Walk for 21st CCLC Organizer; **Crisis Response:** Incident Reporter; **Afternoon / Morning Duty:** Before/After School Duty daily; **Lunch/Recess Duty**: daily duties; **Substituting/ Supervision:** Sub as needed; **Other Responsibilities**: Coffee with the Principal Interpreter, Parent Teacher Conference Interpreter, School Letter Translator as needed, PBIS Mentor

**SANTA CLARA: Site Team/Committee Meetings**: Member of the Safe and Orderly committee; **District Team/Committee Meetings:** District Parent Council, SUSD Crisis Team; **District Wide Meetings:** District Parent Council Meetings; **Program Coordinator Responsibilities**: Liaison of the Mindfulness Program between El Rio Health & the U of A., Co-coordinator of the Pima County Wellness Program; Liaison between Junior Achievement & Wells Fargo Bank, Assist with the implementation of Junior Achievement Day; **Other Responsibilities:** Assists the Behavior Interventionist to assure the daily safe & orderly operation of the school, staff member for the Century 21 Program as a Photography Teacher, Perform other duties as directed by the principal & or District.

**SIERRA:** Lunch/Hallway Duty, After school parent pick-up, Crossing guard, 504 coordinators, AVID coordinators, PBIS member, SAT meetings, CPS calls, Referrals to outside agencies, Home Visits

**SUMMIT VIEW:** 504 coordinator, student council advisor, tutoring, Make a difference day coordinator, Crisis response training, Restraint training, 1x/month counselor collaboration, K-12 Taskforce, staff meetings, mandatory reporting, assist with wellness week, SFA, DCS Referrals, kindness month, college month, student council advisor, lunch duty daily, after school duty daily, Angel Tree co-coordination, Tutoring, District Wednesdays (2), Friday Morning Staff Meetings/Student of the month, bench mark administration, observe teachers, Make a difference day, school wide assemblies/events, BizTown Field Trip co-coordination, 504 Coordinator, Biztown planning and attendance 2/8, 2/12; Student Council Advisor and fundraisers; AVID meeting, Tutoring; 504 coordinators, Counselor Breakfast 2/29; Subbing 2x; assist with student of the month; staff meetings including AZMerit training; counselor collaboration; counselor task force; Benchmark testing; Career Day coordinator; PTO Officer meeting; stories that soar assembly; assist with wellness week , Student Council Advisor, 504 coordinator, Duty - pick up and lunch duty every day, Coordinate - dance, yearbooks, Career Day, Festival (Co-Coordinate), Tutoring, AZMerit Kick off, Certificate ceremonies (2), Talent Show act/help, District Parent Council, K-12 Task Force, spirit weeks, AZMerit Test Administrator, Meeting with Casa de Los Ninos, weekly staff meetings, student of the month, home visit, transition visits with challenger, Funeral viewing, perceptions, water day, kickball game

**ED PROGRAM (Elvira & Rivera):** Elvira SIT Committee, K-12 Counselor's Meetings, Staff Meetings, ED Collaboration Meetings at Elvira and Rivera, Monthly CFT Meetings, IEP Meetings, Gen. Ed. Class Support, DCS/Incident Reports, PRT/Incident Reports, School-Wide Events at Elvira and Rivera.