

SUSD Elementary School Counselors Quarterly / Yearly STATS

RE-Created: July 2016

School Year: 2016 - 2017

First Quarter Dates: July 22 - October 7, 2016

School	Total # of students on group list	Total # of group sessions	Total # of classroom lessons	Student contacts	Student staffings	Presentations/ Trainings for Staff	Staff contacts	Parent workshops	Total # of parents attended	Parent contacts	100th Day population
Craycroft (K-4)	29	44	56	80	33	0	67	0	0	52	N/A
Drexel	21	39	85	134	10	2	105	0	0	25	N/A
Elvira	0	0	0	0	0	2	108	0	0	0	N/A
Esperanza	19	13	50	150		1	82	0	0	45	N/A
Gallego Primary (K-3)	36	49	86	147	21	1	121	0	0	117	N/A
Gallego Intermediate (4-6)	2	0	16	43	3	0	62	0	0	21	N/A
Lauffer (5-6)	30		10	225		3	109	0	0	58	N/A
Liberty	30	2	26	84	15	1	72	0	0		N/A
Los Amigos	41	45	105	111	24	2	106	0	0	52	N/A
Los Ninos	20	43	135	63	15	0	95	0	0	15	N/A
Mission Manor	42	30	78	59	43	1	144	0	0	40	N/A
Ocotillo (Pre-K - 1)	25	36	86	114	17	1	88	0	0	64	N/A
Rivera	10	17	58	89	12	2	133	0	0	75	N/A
Santa Clara	52	24	54	60	20	0	70	0	0	50	N/A
Sierra (2-6)	25	15	48	95	15	0	75	0	0	50	N/A
Summit View	105	51	93	212	5	4	203	0	0	113	N/A
ED Program	45	72	46	61	25	0	518	0	0	75	N/A
Quarter TOTALS	532	480	1032	1727	258	20	2158	0	0	852	N/A

*** Please note that the Elvira School Counselor was out on medical leave from July 27 - October 20, 2016, however, contacts were made through email/phone.

Other Activities:

Craycroft (K-4): Site Leadership team member, District Crisis team, TAT Team Meetings, PBIS/Kindness leader for Committee, Nutrition Network, Wednesday Site Meetings and PD trainings, Make a difference day, Counselors K-12 Task Force Committee, Counselor's K-12 District Monthly Meeting, District Crisis Meeting, Parent Council meetings, Mentor Mentee District Meetings and Trainings, 504 Site Coordinator, IEP Meetings, meet Exhibit G, and GRIP requirements, WICOR, AVID school, Before and afterschool monitoring duties, lunch and classroom substitute, Adventure bus dismissal responsibility, Ben's Bells Coordinator, Ben's Bells KIND mural, emergency substitute for teacher, Training on Mental Health in the Schools, Trama Informed Care Training in district, Mandatory Reporting, behavioral charts, PBIS reward system, Kindness rewards and recognition, Sonoran Behavior Health PD, teacher support for making DCS reports, communication with district, Frank Morales, Gina Student services, police and Community Counseling agencies, Meet Your Teacher Day, Open House kick off, translating, referrals to district social worker, resource center, LMS transition support, 21st Century after school program Coordinator

Drexel: Morning PBIS store supervision, student council advisor, MTSS/PBIS committee, school leadership team committee, administrative leadership committee, school-wide PBIS demonstration coordinator/presenter, trauma professional development, k-12 counselor meeting, monthly counselor collaboration, lunch duty, after school bus duty, meet the teacher night, curriculum night, AZ nutrition network coordinator, Ben's Bells kindness conference, full day AVID training, 504 meetings, IEP meetings, CFT meetings, Anti-bully month activity coordinator, weekly student council meetings, DCS reporting, outside referrals, co-coordinator for attendance initiative activity implementation, wellness committee, SHAC team member

Elvira: Site Team /Committee Meetings: Elvira Staff Meeting (07/25), Elvira Special Education (SPED) Team Meeting (07/26); **District Team / Committee Meetings:** K-8 Counselors Meeting (07/22); **Program Coordinator Responsibilities:** *SUSD Elementary School Counselors Program* - My presentation to SUSD Counselors on new LEARN site and on-line Guidance Lessons (07/22), *Ben's Bells Kind Campus Program* - My presentation to Elvira Staff on 2016-2017 Kind Campus Program (07/25), Email Program Information & Monthly Activity Guide to Elvira Staff (08/18, 08/18, 08/25, 10/02, 10/02, 10/02, 10/04) Email Consultation on the installation of the Kindness Tree Mural (07/22, 08/18, 08/30, 08/30, 08/30, 09/03, 09/03, 09/03, 09/04, 09/08); **Site Professional Development:** *Mentorship of Camilo Macias (School Counseling Student)* - Email Contacts (08/25, 10/02), In Person Meetings (07/25); **District Professional Development:** *Mentorship of Kelsi Redding (Mission Manor Counselor)* - Email Contacts (07/21, 08/06, 08/06, 08/08, 08/09, 08/16, 08/18, 08/23, 08/25, 09/02, 09/16), In Person Meetings (07/22); **Special Grade Level or School Wide Events/ Assemblies presented by Counselor:** *Kind Campus Door Contest* - Email Information (10/02), *Kindness Month in October* - Email Information (10/02), Kindness Month Weekly School Wide Activities (10/02)

Esperanza: District Team/Committee Meetings: School Counselor Task Force Committee. **District wide meetings:** Elementary Counselor Meetings, K-12 Counselor Meetings, Mentor/Mentee Meet and Greet. **Program Coordinator Responsibilities:** 504 Committee, IEP meetings. **Site Professional Development:** WICOR, AVID, Trauma trainings. **District Professional Development:** Mentor/Mentee Meetings, Trauma trainings. **Before and After School Monitoring Duties:** Front office hall duty before school, Lunch/Recess duty, Bus duty after school. **Lunch/Recess Duties:** Lunch/Recess Duty for all grades at the beginning of the year and then just fill in throughout the remaining year. **Staff Presentation:** Delivered presentation to all K-6 staff regarding trauma in the school, ACEs, and what we can do as a school in the classroom for these students of trauma. **DCS reporting.**

Gallego Primary (K-3): Site Team /Committee Meetings: PBIS; **District Team / Committee Meetings:** Task Force Meeting 9/2; **District Wide Meetings:** Counselor Meetings 7/22, 8/12, 9/7, 9/26, 10/5; **Program Coordinator Responsibilities:** Ben's Bells Coordinator; **Site Professional Development:** TAT: accommodations, interventions, and modifications presentation; **District Professional Development:** Self Harm PD; **Special Grade Level or School Wide Events/ Assemblies presented by Counselor:** Student Council Election Assembly; **Grade Level or School Wide Events/ Assemblies participated in by Counselor:** Beginning of the year assembly, Meet Your Teacher Night; **Before & Afterschool Monitoring Duties:** Bus Duty Daily; **Lunch / Recess Duties:** As needed; **DCS reporting, Crisis Response Lead, TAT Coordinator, 504 Coordinator, 21st Century Tutor, Parent Referrals (mental health, clothing bank, etc.)**

Gallego Intermediate (4-6) Leadership Meeting (weekly), Counselor Colaboration 8/26, 8/13, 504 Coordinator/Creation, Daily Lunch detail , Daily Lockerroom coverage (two periods, first 5 minutes of class), Daily After School Detail (hallways and buss bays), Meeting with Elementary Counselor (Sarah & Kathrine), Registration for College for knowledge, Site PD (Weds), Making a Difference Training 8/13, Tutorial (Every Tuesday & Thursday, one period), PBIS Committee Meeting, Emergency Coverage, Benchmark Assessment Proctor (83,8/4), AVID Training for Counselors (9/26)

Lauffer (5-6), Staff training on mandated reporting and 504 (July 23rd, 2016). AVID interviews and meetings. 504 meetings. AVID site team meetings (Every Wednesday at 1PM). PBIS team meetings (twice per month). AVID site team meetings once per week. Kind campus coordinator. PD school meetings (once per week on Wednesdays). District Counselor meetings (7/22, 8/12, 8/28, 9/7, 10/5). AVID C Counselor Training (9/26). Bens Bells kind campus training. Youth on their Own meeting. Presentation at 5th and 6th grade welcome nights. DCS reports and mandated reporting. Lunch monitoring duty (every school day, both lunches). Hallway monitoring duties (passing period). Classroom observation (7 times this semester). Substituting a class (3 times this semester). Proctored benchmark math and ela exams for 504 students (10/3, 10/4). Grade level teacher meetings (4 times this semester). No sick days taken.

Liberty: (K-4): Site Leadership team member, District Crisis team, TAT Team Coordinator/Facilitator, Cooperative Culture Committee Facilitator - includes implementing PBIS rewards, coordinating PBIS events and assemblies, implementing Ben's Bells activities and awards, implementing and coordinating honor roll assemblies. Created PBIS movie to share at schoolwide assembly, 504 Coordinator, Wednesday Site Meetings and PD trainings, Counselor's K-12 District Monthly Meeting, IEP Meetings, District Trauma Informed Care Training, Ben's Bells Conference, Before and afterschool monitoring duties, emergency substitute teacher, Training on Mental Health in the Schools, Sonoran Behavior Health PD, DCS Reporting, Teacher referrals - includes designing behavior plans for students, meeting with their families, training students to use plan and following up with teacher, Provided one on one support for student with severe emotional needs, attend family support meetings and provide resources as needed, assisted with Operation School Bell and Salvation Army programs, Attended Meet Your Teacher Night and Open House Night, assisted with Red Ribbon week, organized Ben's Bells and Anti Bullying assemblies.

Los Amigos: Staff training on mandated reporting; Support Staff Meetings; TAT Meetings; Morning, Lunch and Afterschool duty; Meet Your Teacher Night; IEP Meetings; Attendance Check ins; DCS/Law Enforcement Reports; District Crisis Team; Agency Referrals

Los Ninos : 504 Coordinator, TAT Committee, Attendance Committee, Ben's Bells Coordinator, JA Coordinator, Counselor Meetings, District Crisis Team, District Professional Development, Assemblies, Lunch Duty, Parent Pickup Duty, DCS Reporting, Referrals (mental health, clothing bank, etc.) Class Meetings, AZMerit Proctoring, Peer Mediation Coordinator

Mission Manor: 504 coordinator, SAT team coordinator, Kind Campus Coordinator, Counselor's Collaboration (monthly), child study team member, SLT team member (monthly), Student Daycare Pickup assistance (daily), emergency substitute teacher (6x), Trauma Informed Care Training (8/12), Presentation to staff on Mandatory Reporting, SHAC team member, spring carnival committee member, parent/teacher conferences, DCS & TDP reports, open house night, referrals to outside behavioral health agencies, behavior charts/ positive behavior trackers, "Golden Horseshoe" monthly rewards

Ocotillo (Pre-K - 1): Staff Training, Special Ed Team/Child Study team, Conduct FBS', Morning, Lunch, and after school duty, Parent pick up. Math Night, Open House, field trips, Referrals, DCS reports, CFT's, Parent-teacher conferences. Counselor meetings, wrote up behavior plans, substitute one on one aide with Kindergarten student. In charge of attendance. Attendance letters, home visits, attendance calls, Parent meetings. School photographer, Trauma Informed Care training 8/12. Read to 9 PUPS class once a week. IEP meetings. Student incentive program weekly.

Rivera: PBIS Team Member, 504 Coordinator, Person Responsible for the Token Store on Wed, Child Study Team Member, School Leadership Team Member, Sub as needed, Student Council Mentor, 21st CCLC Co-coordinator, Interpreter/Translator as needed, Humane Society Responsible Person, Kind Campus Coordinator, Class Meeting Mentor, Morning/Afterschool Duty, District Crisis Team, Anti-Bullying Assembly Co-Coordinator, Agency Referrals, Active Member of the Counselors Group - monthly meetings, School Reporter on Team Collaboration Meetings, Support Service /Curriculum Night Organizer

Santa Clara: PBIS Team member, 504, Mindfulness, Junior Achievement, Wellness Coordinator, member Child Study Team, performs other duties as directed.

Sierra 2-5: PBIS Team Member, 504 Coordinator, Testing Administrator, AVID Coordinator, Child Study Team Member, U of A contact for student of the month, Career Day Coordinator, Lunch and Parent pick up Duty, Ramogram Monthly Reward Coordinator, Home Visits

Summit View: Counselor Task Force (1 Meeting), Kindness Month Coordination, Student Council Advisor, TAT Team Co-Coordinator, Attendance Initiative Co-Coordinator, 504 Coordinator, Site based meetings every Friday morning, assist with Student of the Month ceremonies, Exhibit G meeting, Other site based meetings, District Training on Trauma Informed Care and Vicarious Trauma, Sonoran Behavior Health PD, Summer PD - 2 days on Mental Health in the Schools, Counselor Collaborations - 4, coordinate train safety assemblies, coordinate Girl Scout program, Participate in school wide "Crazy Free Day", member of district crisis team, after school duty daily, lunch duty 2x/week, carseat initiative, dcs and sro reports, cenpatico mobil crisis team reports, scheduling and documentation, Interim administration - 3 days, assist with laptop deployment, update my bulletin board, support and teach teachers making dcs reports

ED Program: Welcome Back Assembly; Elementary and K-12 Counselor Meetings; Staff Meetings at Elvira and Rivera; ED Special Education Collaboration Meetings at Elvira and Rivera; TAT/SIT Meetings at Elvira and Rivera; Class Support in General Education and ED Classrooms at Elvira and Rivera; Meet Your Teacher Night at Elvira and Rivera; Observations of Students/Consultation with Staff in Gen Ed Classrooms; Parent/CFT Meetings; CFT/DCS Meetings; MET/IEP Meetings; COP Meetings; DCS and TPD Reports; Bus Duty; Elvira Fall Festival; Inservice/Records Day/Professional Development: Anxiety Disorders in Children and Adolescents; Trauma Informed Care; Mandatory Reporting; Cenpatico Forum. (Absent: 08/25/16)

SUSD Elementary School Counselors Quarterly STATS

RE-Created: July 2016

School Year: 2016-2017

Second Quarter Dates: October 10 - December 23, 2016

School	Total # of students on group list	Total # of group sessions	Total # of classroom lessons	Student contacts	Student staffings	Presentations/ Trainings for Staff	Staff contacts	Parent workshops	Total # of parents attended	Parent contacts	100th Day population
Craycroft (K-4)	42	41	79	87	35	0	63	0	0	48	N/A
Drexel	22	69	72	160	16	1	60	0	0	24	N/A
Elvira	68	15	28	192	18	2	306	0	0	40	N/A
Esperanza	29	45	54	160	12	0	70	0	0	40	N/A
Gallego Primary (K-3)	45	71	95	113	24	0	68	0	0	87	N/A
Gallego Intermediate (4-6)	20	0	20	39	6	0	54	1	59	25	N/A
Lauffer (5-6)	25	10	10	220		1	80	1	15	65	N/A
Liberty	28	44	53	120	18	0	72	0	0	80	N/A
Los Amigos	41	10	72	120	18	0	55	0	0	42	N/A
Los Ninos	30	57	99	75	10	0	125	0	0	11	N/A
Mission Manor	52	58	78	81	16	0	70	0	0	47	N/A
Ocotillo (Pre-K - 1)	30	22	130	142	22	1	85	0	0	58	N/A
Rivera	32	21	23	95	5	2	124	0	0	86	N/A
Santa Clara	26	12	54	80	25	0	75	0	0	50	N/A
Sierra (2-6)	30	35	48	125	15	0	85	0	0	50	N/A
Summit View	74	74	100	161	18	1	90	0	0	40	N/A
ED Program	47	78	37	64	27	0	603	0	0	87	N/A
Quarter TOTALS	641	662	1052	2034	285	8	2085	2	74	880	N/A

*** Please note that the Elvira School Counselor was out on medical leave from July 27 - October 20, 2016, however, contacts were made through email/phone.

Other Activities:

Craycroft (K-4): translator for parent teacher conferences, PBIS/Kindness Committee Leader, Site Leadership Team Meetings, Counselors Perceptions Committee, District Crisis Team, District Mentor/Mentee Meetings, Wednesday school site meetings and PD trainings, Mandatory Reporting Support, Counselors K-12 Task Force Committee, Counselor's K-12 District Monthly Meeting, District Crisis Meeting, Mentor Mentee District Meetings and Trainings, 504 Site Coordinator, submit incident reports to Student Services, CUM updates, IEP Meetings, WICOR, Coor/Culture site committee Leader, Before and afterschool monitoring duties, lunch and classroom substitute, Adventure Bus dismissal responsibility, Ben's Bells Coordinator, Ben's Bells KINDNESS mural, emergency/meetings substitute teacher, attend training on Mental Health in the Schools, assist with Mandatory Reporting, follow up with behavioral charts, PBIS reward system, Kindness rewards student recognition kindness awards, Anti-Bullying month lessons and activities, Sonoran Behavior Health PD, teacher support for making DCS reports, communication with district leaders; Frank Morales, Gina at Student Services, police and Community Counseling agencies, assist staff with translating, referrals to district social worker, resource center, LMS transition support for incident reports, referral to crisis center, AREAS RESPONSIBLE FOR DISTRICT COUNSELORS ROLE: social committee, perceptions

Drexel: Morning PBIS store supervision, student council advisor, MTSS/PBIS committee, school leadership team committee, administrative leadership committee, school-wide PBIS demonstration coordinator/presenter, k-12 counselor meeting, monthly counselor collaboration, lunch duty, after school bus duty, AZ nutrition network coordinator, Ben's Bells kindness conference, 504 meetings, IEP meetings, CFT meetings, Anti-bully month activity coordinator, weekly student council meetings, DCS reporting, outside referrals, co-coordinator for attendance initiative activity implementation, wellness committee, SHAC team member, PBIS assembly coordinator, Ben's Bells kindness coordinator, parent-teacher conferences, canned food drive (student leadership) coordinator, perfect attendance incentive co-coordinator, student leadership winter decoration coordinator, meetings with outside referral service coordinators, Wednesday school site meetings, spirit week coordinator

Elvira: Site Team /Committee Meetings: Elvira Staff Meeting (10/26, 11/09, 12/14, 12/23), School Intervention Team (SIT) Meeting 11/22, 12/06, 12/13), SHAC / Wellness Committee Meeting (12/14); District Team / Committee Meetings: Elementary School Counselors Meeting (11/02, 11/16, 12/07); Program Coordinator Responsibilities: SUSD Elementary School Counselors Program - My presentation to SUSD Counselors on new areas of LEARN site (11/02, 12/07), Ben's Bells Kind Campus Program - Email Program Information to Elvira Staff & Monthly Activity Guide to Elvira Staff (10/16, 10/18, 10/25, 10/26, 11/01, 11/23), Kind Campus Lessons Grades K - 6 (28 lessons), Kind Campus Bus Tour Event (11/01, 11/02, 11/07, 11/08, 11/09, 11/14), Elvira School Counseling Program - Email Program Information (10/28, 11/21, 11/29, 12/23), 504 Program Co-Coordinator - Meetings (12/13); Site Professional Development: Mentorship of Camilo Macias (School Counseling Student) - Email Contacts (10/25, 10/28, 10/31, 11/09, 11/09, 11/09, 11/28, 11/28, 12/12, 12/14, 12/20), In Person Meetings (11/23, 12/05, 12/06, 12/07, 12/08, 12/08, 12/09, 12, 14, 12/16, 12/19, 12/20, 12/23, 12/23); District Professional Development: Mentorship of Kelsi Redding (Mission Manor Counselor) - Email Contacts (10/25, 10/26, 10/27, 10/27, 10/31, 10/31, 11/07, 11/07, 11/07, 11/16, 11/16, 12/12, 12/12, 12/12, 12/19), In Person Meetings (10/27, 11/02, 12/07), Mentorship Study Day (12/19); Special Grade Level or School Wide Events/ Assemblies presented by Counselor: Kindness Month in October - Email Information (10/18), Kindness Month Weekly School Wide Activities (10/16, 10/25), Kind Campus Bus Tour - Observation of 3 Kind Campus Lessons & School Wide Implementation of Program by Ben's Bells Board Members and Donors (11/14); Before & Afterschool Monitoring Duties: Bus Duty (11/01, 11/08, 11/15, 11/21, 11/28, 12/06, 12/09, 12/13, 12/20); Other Responsibilities: Provide Outside Counseling Information and Resources to Elvira Staff (11/03, 11/08, 11/10, 11/10, 11/14)

Esperanza: District Team/Committee Meetings: School Counselor Task Force Committee, Leadership Team, TAT meetings. District wide meetings: Elementary Counselor Meetings, K-12 Counselor Meetings, Mentor/Mentee meeting. Program Coordinator Responsibilities: 504 meetings, IEP meetings, CFT meetings. District Professional Development: Mentor/Mentee Meetings. Before and After School Monitoring Duties: Front office hall duty before school, Lunch/Recess duty, Bus duty after school. Lunch/Recess Duties: Lunch/Recess Duty as needed. DCS reporting. Outside referrals, Parent-teacher Conferences, Parent Newsletter, Christmas boxes to families in need. Teacher support, including creating/implementing behavior plans and offering alternative options to support in the classroom.

Gallego Primary (K-3):

TAT Team Lead, PBIS committee, Counselor K-12 Taskforce member, Monthly Counselor meetings, District Crisis Team Lead, 504 Coordinator, attend IEP meetings, Daily Bus Duty, Lunch Duty as needed, Ben's Bells Coordinator, Mandatory Reporting to DCS and TPD, Creation of behavior plans, Parent referrals to (mental health, clothing bank, outside agencies, etc.), 21st Century Morning Dance Teacher, Weekly taking out the recycling from classroom with stucco, Student Council Faculty Advisor, Assembly, Parent Teacher Conferences, PD, Dance Performance at 1st Grade Evening Concert, Health and Wellness

Gallego Intermediate (4-6) Daily lunch Duty, Daily hall way & bus duty, Tutorial (2x Week), Outreach to native SOAR, 21st Century application, Check-in-Check-out forms, Holiday food boxes(10+families), Site PD (Wednesdays), Referrals to outside agencies, College Knowledge for Counselors, Make a Difference Day (10/29), PEP Assembly, Site PD, Counselor Collaboration, 2nd Quarter Benchmarks(Proctor), CPS Report, Selection of Group (AIG) Parent Teacher conferences

Lauffer (4-6): Member of the PBIS committee. Kind campus coordinator. 504 coordinator. Conduct counseling groups on topic of sharing emotions. Teaching a 21st century class after school two days per week. Substitute classes when there are no subs available. Conduct referrals to DCS and other outside agencies. Make behavior contracts with students who are identified as behavior issues. Member of the AVID elective team. Meet with parents and students about student success and opportunities for improvement. Give guidance lessons on the topic of bullying prevention. Conduct hallway and lunch room supervision on a daily basis. Attend monthly district counseling meetings.

Liberty: Liberty: (K-4): Site Leadership team member, District Crisis team, TAT Team Coordinator/Facilitator, Cooperative Culture Committee Facilitator - includes implementing PBIS rewards, coordinating PBIS events and assemblies, implementing Ben's Bells activities and awards, 504 Coordinator, Wednesday Site Meetings and PD trainings, SHAC team member, Counselor's K-12 District Monthly Meeting, IEP Meetings, AVID training, Before and afterschool monitoring duties, emergency substitute teacher, DCS Reporting, Teacher referrals - includes designing behavior plans for students, meeting with their families, training students to use plan and following up with teacher, attend family support meetings and provide resources as needed, assisted with Operation School Bell and Salvation Army programs, assisted with Red Ribbon week, Assisted with behavior referrals and restorative conferences with students.

Los Amigos: Staff training on mandated reporting; Support Staff Meetings; TAT Meetings; Morning, Lunch and Afterschool duty; Meet Your Teacher Night; IEP Meetings; Attendance Check ins; DCS/Law Enforcement Reports; District Crisis Team; Agency Referrals

Los Ninos: 504 coordinator, ATF member, TAT member, District crisis team member, Ben's Bells coordinator, JA coordinator, Monthly counselor collaboration, PD trainings, Attendance letters and calls home, Teacher conferences, Duty as needed, IEP meetings, CFT meetings, %04 team consultations, Agency referrals, Behavior plans, Sub when needed

Mission Manor: SAT coordinator, 504 coordinator, Kind Campus coordinator, Child Study team member, SLT team member, Responsive substitute teacher (4x), student daycare assistance (daily), peer mediations, referrals to behavioral health agencies, DCS/ TPD mandated reports, counselor's collaboration (monthly), Golden Horseshoe's Rewards (monthly), College Awareness Week coordination (11/28-12/2),

Ocotillo (Pre-K - 1): Staff Training, Special Ed Team/Child Study team, Conduct FBS', Morning, Lunch, and after school duty, Parent pick up. Math Night, Open House, field trips, Referrals, DCS reports, CFT's, Parent-teacher conferences. Counselor meetings, wrote up behavior plans, substitute one on one aide with Kindergarten student. In charge of attendance. Attendance letters, home visits, attendance calls, Parent meetings. School photographer, Christmas Program at SSSHS. Read to 9 PUPS class once a week. IEP meetings Student incentive program weekly.

Rivera: PBIS Team Member, 504 Coordinator, Person Responsible for the Token Store on Wed, Child Study Team Member, School Leadership Team Member, Sub as needed, Student Council Mentor, 21st CCLC Co-coordinator, Interpreter/Translator as needed, Humane Society Responsible Person, Kind Campus Coordinator, Class Meeting Mentor, Morning/Afterschool Duty, District Crisis Team, Be Kind Kick Off Assembly Coordinator, Agency Referrals, Active Member of the Counselors Group - monthly meetings, School Reporter on Team Collaboration Meetings.

Santa Clara Elem.: 504 Coordinator, Junior Achievement, Mindfulness, Yearbook Coordinator, assisted ABSS with the daily operation of the school. Co-facilitated Mindfulness

Sierra (2-6): 504 Coordinator, PBIS Coordinator, AVID Coordinator, U of A Contact for Student of the Month, Child Study Member, Lunch and Parent Pick Up Duty, Career Day Coordinator, Home Visits

Summit View: TAT coordinator, 504 coordinator, Counseling K-12 Task Force, IEP Meetings, Crisis Mobile Team Referrals, DCS Referrals, Sheriff referrals, counselor collaborations - 4, kindness month coordinator, Student Council advisor - fundraisers, canned food drive, spirit week coordinator, Angel Tree co-coordinator, Moose Lodge Liaison, Liaison with counseling agencies for students, court documentation for student, Community Resource presentations, Gift of time day, literacy parade, Stories that Soar assembly, Spelling bee assembly, olympics day, After School duty daily, Lunch duty Wed. and Fri., Staff "mediation," audit, attendance initiative co-coordinator, Community presentation on stress

ED Program: Elvira/Rivera Staff Meetings; Elvira/Rivera ED Special Ed Collaboration Meetings; Elementary Counselor Monthly Meetings; Elvira/SIT Meetings; Bus Duty; MET/IEP Meetings; COP Meetings; CFT Meetings; Parent/Teacher Conferences; DCS/TPD Reports; Incident Reports; Home Visits. (Absent: 11/4, 11/7, 11/8, 11/9/16).

SUSD Elementary School Counselors Quarterly STATS

RE-Created: July 2016

School Year: 2016-2017

Third Quarter Dates: January 9 - March 13, 2017

School	Total # of students on group list	Total # of group sessions	Total # of classroom lessons	Student contacts	Student staffings	Presentations/ Trainings for Staff	Staff contacts	Parent workshops	Total # of parents attended	Parent contacts	100th Day population
Craycroft (K-4)	29	50	55	79	40	1	61	0	0	30	N/A
Drexel	46	84	70	98	10	0	60	0	0	26	N/A
Elvira	57	73	98	184	15	2	395	0	0	32	N/A
Esperanza	34	54	58	180	19	0	60	0	0	50	N/A
Gallego Primary (K-3)	52	50	86	112	21	0	70	0	0	51	N/A
Gallego Intermediate (4-6)	18	12	18	51	6	0	42	0	0	22	N/A
Lauffer (5-6)	25	10	15	200		1	85	0	0	100	N/A
Liberty ***											N/A
Los Amigos	41	62	80	79	16	1	81	0	0	47	N/A
Los Ninos	30	48	106	37	11	0	160	0	0	9	N/A
Mission Manor	34	30	97	83	20	0	98	0	0	38	N/A
Ocotillo (Pre-K - 1)	24	38	100	82	18	0	102	0	0	42	N/A
Rivera	28	15	48	76	10	1	85	0	0	34	N/A
Santa Clara	50	12	27	70	20	2	60	0	0	32	N/A
Sierra (2-6)	25	27	48	85	18	0	90	0	0	35	N/A
Summit View	111	71	80	84	11	0	86	0	0	42	N/A
ED Program	51	90	39	45	45	0	647	0	0	91	N/A
Quarter TOTALS	655	726	1025	1545	280	8	2182	0	0	681	N/A

*** Please note that the Liberty Counselor's last day of work was on January 20, 2017, and did not provide any services records.

Other Activities:

Craycroft (K-4): Site Leadership team member, District Crisis Team, TAT Team Meetings, PBIS/Kindness Leader for Committee, Nutrition Network, Wednesday Site Meetings and PD trainings, Counselors K-12 Task Force Committee, Counselor's K-12 District Monthly Meeting, District Crisis Meeting, Parent Council Meetings, Mentor Mentee for District Counselor, Mentor Meetings and Trainings, 504 Site Coordinator, IEP Meetings, Meet the Exhibit G requirement for principal and GRIP requirements for District, GRIP Presentation with other counselors in April, WICOR, AVID School Strategies applied, Before and Afterschool Monitoring on Playground, Lunchroom coverage, playground lunch duty, Classroom substitute and assistant, Adventure Bus Dismissal responsibility, Ben's Bells Coordinator, Ben's Bells KIND Mural, Emergency substitute teacher coverage, Training school teachers on Mandatory Reporting, Behavioral plans and charts, PBIS reward system, Kindness rewards and recognition, support teachers make DCS reports, communication with district, Frank Morales, Gina Gomez in Student Services Department, communicate with police and Community Counseling agencies, Meet Your Teacher Day, Open house for kinder kick-off, translating, referrals to district social worker, resource center, Assist with coordination of LMS transition days, and support LMS with students. Support parents with Crisis to Mental Health Services. Counseling referrals. 21st Century Coordinator for year 2016 and summer 2017 school year. Distribution of Parent Monthly News Letter, Areas responsible in counseling committee: perceptions, social committee

Drexel: Morning PBIS store supervision, student council advisor, MTSS/PBIS committee, school leadership team committee, administrative leadership committee, k-12 counselor meeting, monthly counselor collaboration, lunch duty, after school bus duty, AZ nutrition network coordinator, Ben's Bells kindness conference, 504 meetings, IEP meetings, CFT meetings, weekly student council meetings, DCS reporting, outside referrals, co-coordinator for attendance initiative activity implementation, wellness committee, SHAC team member, PBIS assembly coordinator, Ben's Bells kindness coordinator, parent-teacher conferences, perfect attendance incentive co-coordinator, meetings with outside referral service coordinators, Wednesday school site meetings, spirit week coordinator, attendance group facilitator, Box Tops coordinator

Elvira: Site Team /Committee Meetings: Elvira Staff Meeting (01/11, 01/25, 02/08, 02/15, 02/22, 03/08, 03/13), School Intervention Team (SIT) Meeting (01/10, 01/24, 02/07, 02/14, 02/21, 02/28); District Team / Committee Meetings: Elementary School Counselors Meeting (01/18, 02/08, 03/01, 03/13); Program Coordinator Responsibilities: SUSD Elementary School Counselors Program - My presentation to SUSD Counselors on new areas of LEARN site (02/08), My presentation to SUSD Counselors on Counselor Accountability Documentation (03/01), Email School Counseling Team Guidance Lessons / Resoureces (01/18, 01/19, 02/07), Ben's Bells Kind Campus Program - Valentines Day Assembly for K-2 (02/14), Valentines Day Assembly for 3-6 (02/14), Email Kind Campus Inforamtion to be included in A+ Proposal (01/09), Kind Campus Lessons Grades K - 6 (3 lessons), Elvira School Counseling Program - Email Program Information (02/10, 03/06), 504 Program Co-Coordinator - Meetings (01/13, 01/17, 01/23, 02/01); Site Professional Development: Trainings - Teacher Evaluation Rubric (01/11), Kinder Team on Brain Busters (01/15), 5th Grade Team on Resiliency (02/15) McKinney -Vento (02/28), Mentorship of Camilo Macias (School Counseling Student) - Email Contacts (01/11, 01/20, 01/26, 01/26), In Person Meetings (01/25, 02/03); District Professional Development: Mentorship of Kelsi Redding (Mission Manor Counselor) - Email Contacts (01/11, 01/18, 01/30, 01/30, 02/07, 03/13, 03/14, 03/14), In Person Meetings (01/18, 02/03, 02/08, 03/01, 03/13); Out of District Professional Development: Southern Arizona School Counselors (SASC) School Counselor - Administrator Symposium (02/03); Special Grade Level or School Wide Events/ Assemblies presented by Counselor: Valentines Day Kindness Assembly for K-2 (02/14), Valentines Day Kindness Assembly for 3-6 (02/14), PBIS Lessons for 2nd Grade Classroom (02/21, 02/28), Middle School Transition Visits - Emails on visits (02/26, 03/08); Grade Level or School Wide Events/ Assemblies participated in by Counselor: AZ Merit Pep Assembly (02/14); Crisis Response: Supervision of Physical Restraint by staff member (02/14), Administer Physical Restraint (02/16); Before & Afterschool; Monitoring Duties: Bus Duty (01/10, 01/24, 01/31, 02/07, 02/21, 02/28, 03/07); Substituting/ Supervision: Substituting for 15 minutes (01/10)

Esperanza:District Team/Committee Meetings: School Counselor Task Force Committee, Leadership Team, TAT meetings. District wide meetings: Elementary Counselor Meetings, K-12 Counselor Meetings, Mentor/Mentee meeting. Program Coodinator Responsibilities: 504 meetings, IEP meetings, CFT meetings. Site Professional Development: WICOR, AVID. District Professional Development: Mentor/Mentee Meetings. Before and After School Monitoring Duties: Front office hall duty before school, Lunch/Recess duty, Bus duty after school. Lunch/Recess Duties: Lunch/Recess Duty as needed. DCS reporting. Outside referrals, Parent-teacher Conferences, begin implementation of new PBIS inspired program schoolwide, bi-monthly parent newsletter (The Eagle Supporter), creating/implementing behavior plans.

**Gallego Primary (K-3): Site Team /Committee Meetings: PBIS Committee, District Wide Meetings: Counselor Meetings, Program Coordinator Responsibilities: Ben's Bells Coordinator, Outside Agency Meetings: La Frontera
Special Grade Level or School Wide Events/ Assemblies presented by Counselor: Pop corn grams for Valentines Day, Grade Level or School Wide Events/ Assemblies participated in by Counselor: Kindergarten Round Up, Before & Afterschool Monitoring Duties: After School Bus Duty Daily, Lunch / Recess Duties: As needed, Other Responsibilities:DCS reporting, Crisis Response Lead, TAT Coordinator, 504 Coordinator, 21st Century Tutor, Parent Refferals (mental health, clothing bank, etc.)**

Gallego Intermediate (4-6) - Gallego Intermediate (4-6) Daily lunch Duty, Daily hall way & bus duty, Tutorial (2x Week), Outreach to native SOAR, 21st Century application, Check-in-Check-out forms, Holiday food boxes(10+families), Site PD (Wednesdays), Referrals to outside agencies, College Knowledge for Counselors, Make a Difference Day (10/29), PEP Assembly, Site PD, Counselor Collaboration, 4th Quarter Benchmarks(Proctor), CPS Report, Selection of Group (AIG)

Lauffer (4-6): Attended weekly AVID elective meetings. Had three students of the month breakfast celebrations with high parent turnout. Helped with two awards nights to recognize students who earned perfect attendance or were on honor roll. Served on PBIS committee and ran our student store. Taught an after school class about college and career readiness, twice per week. Held group sessions based on anger management and the development of social skills. Helped with a town hall presentation for our 5th and 6th grade students. I then went into the classrooms after this presentation and answered questions as well as discussed the main points with students. Gave a guidance lesson about bullying to our 5th and 6th grade students. Ran a staff raffle using our lauffer bucks to reward teachers who give out the most bucks to our students. Worked to craft and update 504 plans for students. As part of my shared responsibilities, I did hallway observations between classes and helped to monitor the cafeteria every day during lunch. Gave students a survey in which they could give suggestions on how to improve our school climate.

Liberty: No Information Available

Los Amigos: Support Staff Meetings; TAT Meetings; Morning, Lunch and Afterschool duty; IEP Meetings; Attendance Check ins; DCS/LAW Enforcement Reports; District Crisis Team; Agency Referrals; Observations of Students/Consultation with Staff; Parent/CFT Meetings; CFT/DCS Meetings

Los Ninos: 504 coordinator, ATF member, TAT member, District crisis team member, Ben's Bells coordinator, JA coordinator, Monthly counselor collaboration, PD trainings, Attendance letters and calls home, Teacher conferences, Duty as needed, IEP meetings, CFT meetings, 504 team consultations, Agency referrals, Behavior plans, Sub when needed

Mission Manor: 504 coordinator, SAT coordinator, Child Study team member, Career Day coordinator, Kind Campus coordinator, emergency substitute coverage, outside agency referrals, after school pick-up coverage (daily), SLT team member (monthly meetings), parent/ teacher conferences, AzSCA breakfast symposium (2/3), counselor collaboration meetings (monthly), peer mediations, DCS/ TPD reports

Ocotillo (Pre-K - 1): Staff Training, Special Ed Team/Child Study team, Conduct FBS', Morning, Lunch, and after school duty, Parent pick up. Reading, 2 field trips, Referrals, DCS reports, CFT's, Parent-teacher conferences. Counselor meetings, designed behavior plans, help ParaPro with Kinderarten student. In charge of attendance. Attendance letters, home visits, attendance calls, Parent meetings. School photographer. Read to 9 PUPS classes once a week. IEP meetings Student incentive program weekly. Kindergarted Round-up/. Grade-level weekly meetings. Provide PE lessons for K-1 students. Collected donations for PE equipment.

Rivera: PBIS Team Member, 504 Coordinator, Person Responsible for the Token Store on Wed, Child Study Team Member, School Leadership Team Member, Sub as needed, Student Council Mentor, 21st CCLC Co-coordinator, Interpreter/Translator as needed, Humane Society Responsible Person, Kind Campus Coordinator, Class Meeting Mentor, Morning/Afterschool Duty, District Crisis Team, Agency Referrals, Active Member of the Counselors Group - monthly meetings, School Reporter on Team Collaboration Meetings.

Santa Clara: 504, Junior Achievement, Mindfulness, Yearbook Coordinator, assisted ABSS with the daily operation of the school. Co-facilitated Mindfulness

Sierra 2-6: 504 coordinator, TAT Team member, Career Day Coordinator, Liason with University of Arizona, AVID coordinator, Liason with Child and Family Resource's Strengthening families program, Daily Morning Check in with 2-4 grade classes/teachers, daily lunch duty 2-8, daily parent pick up duty, PBIS Team Member.

Summit View: TAT coordinator, 504 coordinator, Counseling K-12 Task Force member, IEP Meetings, Crisis Mobile Team Referral, DCS Referrals, Sheriff referrals, counselor collaborations - 4, Student Council advisor - fundraisers, spirit week coordinator, Love of Reading co-coordinator, Moose Lodge Liason, Liason with counseling agencies for students, court documentation for student, Stories that Soar assembly, After School duty daily, Lunch duty Wed. and Fri., Staff "mediation," attendance initiative co-coordinator, 1 hr. compassion fatigue training, Testing Administrator, Career Day coordinator, Biztown Field Trip chaperone, School Counselor Breakfast, Sixth Grade Assembly, home visit, Rainy day duty as needed, Restraint Training, Site based PD

ED Program: Special Ed ED Program Meetings at Elvira and Rivera; Elementary Counselor Meetings; Staff Meetings; Elvira SIT Committee Meetings; DCS Hotline Reports; TPD Calls/Interface; COP Meetings; IEP Meetings; CFT Meetings; Parent Conference Meetings; Home Visits; Elvira Kinder Round-Up; Rivera Jump for Rope Event; Bus Duty; Counselor Symposium and Breakfast; PRT Training; Inservice Records Day: Classroom/Group Lesson Planning.

SUSD Elementary School Counselors Quarterly STATS

RE-Created: July 2016

School Year: 2016-2017

Fourth Quarter Dates: March 14 - May 26, 2017

School	Total # of students on group list	Total # of group sessions	Total # of classroom lessons	Student contacts	Student staffings	Presentations/ Trainings for Staff	Staff contacts	Parent workshops	Total # of parents attended	Parent contacts	100th Day population
Craycroft (K-4)	30	47	50	78	0	0	53	0	0	29	N/A
Drexel	28	64	52	98	6	0	47	0	0	12	N/A
Elvira	54	83	133	183	8	1	282	0	0	41	N/A
Esperanza	36	59	32	95	20	1	50	0	0	32	N/A
Gallego Primary (K-3)	54	48	85	81	8	0	64	0	0	24	N/A
Gallego Intermediate (4-6)	19	6	14	44	5	0	49	0	0	7	N/A
Lauffer (5-6)	10	8	12	187	4	2	85	0	0	120	N/A
Liberty											N/A
Los Amigos	39	60	73	76	21	0	79	0	0	44	N/A
Los Ninos	30	35	73	31	3	0	105	0	0	10	N/A
Mission Manor	24	20	80	101	10	0	79	0	0	28	N/A
Ocotillo (Pre-K - 1)	18	48	144	98	8	0	96	1	3	32	N/A
Rivera	12	15	24	82	13	1	98	0	0	46	N/A
Santa Clara	50	12	30	80	14	2	70	0	0	40	N/A
Sierra (2-6)	25	20	48	53	10	0	75	0	0	28	N/A
Summit View	117	50	85	107	9	1	122	0	0	36	N/A
ED Program	53	84	33	38	43	0	536	0	0	67	N/A
Quarter TOTALS	599	659	968	1432	182	8	1890	1	3	596	N/A

***** Please note that the Liberty Counselor's last day of work was on January 20, 2017, and did not provide any services records.**

Other Activities:

Craycroft (K-4): Site Leadership team member, District Crisis Team, TAT Team Meetings, PBIS/Kindness Leader for Committee, Nutrition Network, Wednesday Site Meetings and PD trainings, Counselors K-12 Task Force Committee, Counselor's K-12 District Monthly Meeting, District Crisis Meeting, Parent Council Meetings, Mentor Mentee for District Counselor, Mentor Meetings and Trainings, 504 Site Coordinator, IEP Meetings, Meet the Exhibit G requirement for principal and GRIP requirements for District, GRIP Presentation with other counselors in April, WICOR, AVID School Strategies applied, Before and Afterschool Monitoring on Playground, Lunchroom coverage, playground lunch duty, Proctor Special Education Department for the AZ-MERIT testing days-2 weeks. Classroom substitute and assistant, Adventure Bus Dismissal Responsibility, Ben's Bells Coordinator, Ben's Bells KINDNESS Mural, Emergency substitute teacher coverage, Training school teachers on Mandatory Reporting, Implement Behavioral plans and produce charts, PBIS reward system, Kindness rewards and recognition, support teachers with DCS reports, communication with district personnel Frank Morales, Gina Gomez in Student Services Department, communicate with police and Community Counseling Agencies, Meet Your Teacher Day, Open house for kinder kick-off, translator for parents, referrals to district social worker, referral to food center, coordination of LMS transition days in May, and support LMS with students. Support/referral of parents to Crisis to Mental Health Services. 21st Century Coordinator for after school and summer school program. Distribution of Parent Monthly News Letter, Areas responsible in counseling committee; social committee, perceptions for 2nd and 5th

Drexel: Morning PBIS store supervision, student council advisor, MTSS/PBIS committee, school leadership team committee, administrative leadership committee, k-12 counselor meeting, monthly counselor collaboration, lunch duty, after school bus duty, AZ nutrition network coordinator, Ben's Bells kindness conference, 504 meetings, IEP meetings, CFT meetings, weekly student council meetings, DCS reporting, outside referrals, co-coordinator for attendance initiative activity implementation, wellness committee, SHAC team member, PBIS assembly coordinator, Ben's Bells kindness coordinator, parent-teacher conferences, perfect attendance incentive co-coordinator, meetings with outside referral service coordinators, Wednesday school site meetings, spirit week coordinator, attendance group facilitator, Box Tops coordinator. Earth Week activity facilitator, Career Day facilitator, Box Top coordinator, 6th grade middle school visit coordinator, student data talks, emergency subbing, AZ Merit Administrator

Elvira: Site Team /Committee Meetings: *Elvira Staff Meeting (03/29, 04/19, 05/03, 05/26), Special Elvira Staff Meeting with Steve Holmes (05/03)*

District Team / Committee Meetings: K-8 SUSD Counselors Meeting (04/05), K-12 SUSD Counselors Meeting (05/10); Program Coordinator Responsibilities: *SUSD Elementary School Counselors Program - Email School Counseling Team Guidance Lessons / Resoureces (04/19, 04/20, 05/22), Ben's Bells Kind Campus Program - Email Program Information to Elvira Staff & Monthly Activitiy Guide to Elvira Staff (05/08), Kind Campus Lessons Grades K - 6 (25 lessons), Be Kind Challenge Announcements (04/28, 05/01, 05/02, 05/04), Elvira School Counseling Program - Email Program Information (04/24, 05/01), 504 Program Co-Coordinator - Meetings (04/28, 05/16), Contacts (05/09); Site Professional Development: Trainings - 2nd Grade Team on Vocabulary Development (03/29), AZ Merit Test Administrator Training and Certification (04/12), Mandatory Open Enrollment Insurance Meeting (05/03), Mentorship of Camilo Macias (School Counseling Student) - Email Contacts (04/07, 05/15); District Professional Development: Mentorship of Kelsi Redding (Mission Manor Counselor) - Email Contacts (04/28, 05/01, 05/10, 05/10, 05/16, 05/16, 05/22), In Person Meetings (04/05, 05/10, 05/17), Mentorship Study Day (05/17), K-8 SUSD Counselors GRIP Showcase (04/05); Special Grade Level or School Wide Events/ Assemblies presented by Counselor: Middle School Transition Visits - Emails on Visits (03/28, 03/29, 03/29, 03/31, 05/01, 05/04, 05/08), Transition Visits with Challenger (05/04, 05/08), AZ Merit Test Prep Lessons (11 lessons), Be Kind Challenge Classroom rewards (05/02, 05/04); Grade Level or School Wide Events/ Assemblies participated in by Counselor: TuNidito Assembly on Cancer (05/05); Crisis Response: Supervision of Physical Restraint by staff member (03/30), Response to returned run-away student in 3rd Grade (04/13), Response to found run-away 6th grade student #1 (04/03, 04/13), Response to found run-away 6th grade student #2 (04/27), Mobil Crisis Team Responsive Meeting for 6th grade student #2 (04/17); Before & Afterschool Monitoring Duties: Bus Duty (03/28, 04/04, 04/11, 04/18, 04/25, 05/09, 05/16, 05/23); Assessment Proctoring or Administration: AZ Merit Test Administration (04/18, 04/20, 04/24, 04/26, 04/28); Other Responsibilities: My Presentation at K-12 SUSD Counselors GRIP Showcase (04/05), Attend A+ Celebration at Elvira (04/28)*

Esperanza: District Team/Committee Meetings: School Counselor Task Force Committee, Leadership Team, TAT meetings. District wide meetings: Elementary Counselor Meetings, K-12 Counselor Meetings, Mentor/Mentee meeting. Program Coodinator Responsibilities: 504 meetings, IEP meetings, CFT meetings. Site Professional Development: WICOR, AVID. District Professional Development: Mentor/Mentee Meetings. Before and After School Monitoring Duties: Front office hall duty before school, Lunch/Recess duty, Bus duty after school. Lunch/Recess Duties: Lunch/Recess Duty as needed. DCS reporting. Outside referrals, Parent-teacher Conferences, begin implementation of new PBIS inspired program schoolwide, bi-monthly parent newsletter (The Eagle Supporter), creating/implementing behavior plans. Staff presentation: Mandatory Reporting/Types of abuse.

Gallego Primary (K-3):TAT Team Lead, PBIS committee, Counselor K-12 Taskforce member, Monthly Counselor meetings, District Crisis Team Lead, 504 Coordinator, attend IEP meetings, Daily Bus Duty, Lunch Duty as needed, Ben's Bells Coordinator, Mandatory Reporting to DCS and TPD, Creation of behavior plans, Parent referrals to (mental health, clothing bank, outside agencies, etc.), 21st Century Morning Dance Teacher, Student Council Faculty Advisor, Organize 3rd Grade Dance, Student Council Egees booth fundraiser at school Carnival, 21 Cesntury Dance Performance at Cafecito, AZMERIT small group test administrator

Gallego Intermediate (4-6) Daily lunch Duty, Daily hall way & bus duty, Tutorial (2x Week), Site PD (Wednesdays), Referrals to outside agencies, Awards Assembly, Site PD, Counselor Collaboration, AZmerit test Administrator, CPS Report, Conclusion of Group (AIG), 5th Grade perception survey, Field Trip to U of A, Referral to Clothing and Food bank.

Lauffer (4-6): Run and manage the PBIS student store at lunch time. 504 coordinator for 5th and 6th grade. Attend IEP and CFT meetings. Bens bells kind campus coordinator. K-12 counselor district meetings. Hosted a monthly student of the month breakfast where students were recognized for their outstanding behavior. Parents also attended the student of the month breakfast. Helped coordinate awards night. Developed behavior contracts with students and worked with them on goal setting. AZ merit exam administrator. Coordinated with outside agencies for referrals. Organized and planned a move-up day for our incoming 5th grade students. Developed a behavior form for our incoming students so teachers can identify students who will need extra attention and services next year. Served on the PBIS committee. Kept statistics for PBIS which include who spends the most Lauffer bucks by grade level and how effective our rewards are. DCS reporting as well as Police reporting for mandatory reports. Attended AVID meetings as part of the AVID elective site team. Conducted AVID interviews for our incoming class of 6th grade students. I met the goal for my exhibit G and received full points from my site. Submitted GRIP data based on behavior initiatives. Coverage of 20 classes this quarter and several classroom observations of student behaviors.

Liberty: No Information Available

Los Amigos: Los Amigos: Support Staff Meetings; TAT Meetings; Morning, Lunch and Afterschool duty; IEP Meetings; Attendance Check ins; DCS/LAw Enforcement Reports; District Crisis Team; Agency Referrals; Observations of Students/Consultation with Staff; Parent/CFT Meetings; CFT/DCS Meetings

Los Ninos: 504 Coordinator, ATF member, TAT member, District Crisis Team, Ben's Bells Coordinator, JA Coordinator, Counselor Collaboration, PD training, Attendance calls and letters, Teacher conferences, Duty as needed, IEP, %04 and CFT meetings

Mission Manor: 504 coordinator, SAT coordinator, Kind Campus coordinator, Golden Horseshoe Rewards facilitator, middle school transition field trip coordinator, emergency substitute coverage, afterschool daycare pickup duty (daily), counselor's collaboration (monthly), AZ Merit test proctor, AIMS Science test proctor, SLT team member, peer mediations, referrals to outside behavioral health agencies, DCS/ TPD reports, child study team member, field day & water day support, communication with student's case workers who are receiving outside supports

Ocotillo: Special Ed Team/Child Study team, Conduct FBS', Morning, Lunch, and after school duty, Parent pick up. Reading, 1 field trip, Referrals, DCS reports, CFT's, Parent-teacher conferences. Counselor meetings, designed behavior plans, help ParaPro with Kinderarten student. In charge of attendance. Attendance letters, home visits, attendance calls, Parent meetings. School photographer. Read to 9 PUPS classes once a week. IEP meetings. Student incentive program weekly. Kindergarten Round-up/. Grade-level weekly meetings. Provide PE lessons for K-1 students. Collected donations for PE equipment. Teach 5 PE classes weekly. 1st Grade transition planning and trip to Sierra. Transfer of JH to Elvira's ED program. Water Day, Kindergarten graduation: took photos of each student and each class picture.

Rivera: PBIS Team Member, 504 Coordinator, Person Responsible for the Token Store on Wed, Child Study Team Member Wkly meetings, School Leadership Team Member once a wk, Sub as needed, Student Council Mentor, 21st CCLC Co-coordinator, Interpreter/Translator as needed, Humane Society Responsible Person, Kind Campus Coordinator, Class Meeting Mentor, Morning/Afterschool Duty, District Crisis Team, Agency Referrals, Active Member of the Counselors Group - montly meetings, School Reporter on Team Collaboration Meetings.

Santa Clara Elem. Assist school administrative staff with the orderly operation of the school, assisted with Wellness activities, encouraged district staff to repair the gap in the walls of the classroom in main building.

Sierra 2-5: AVID coordinator, Planned the interviewing of potential AVID students grades 5-7 did background checks and comprised lists, Plan U of A field trip, Daily morning check ins, Daily lunch duty and after school parent pick up, AVID Banquet, TAT Team Member, PBIS member

Summit View: TAT coordinator, 504 coordinator, Counseling K-12 Task Force member, IEP Meetings, Crisis Mobile Team Referral, DCS Referrals, Sheriff referrals, counselor collaborations - 2, Student Council advisor - fundraisers, spirit week coordinator, Liason with counseling agencies for students, After School duty daily, Lunch duty Wed. and Fri., Staff "mediation," attendance initiative co-coordinator, 1 hr. compassion fatigue training, Testing Administrator, Career Day coordinator, 6th grade Field Trip chaperone, Love and Logic Trainings - 1 Pd during school, 2 after school (5 hours total), Rainy day duty as needed, Restraint Training, Site based PD, Attendance Celebration for 95 % and above (230 students), Water Day, Talent Show, Kick ball game, sixth grade clap out, avid recommendation coordination, sixth grade transition visits and parent cafecito coordination, yearbook developer, fundraiser, and advertising, t shirt fundraiser, AZ Merit testing, Student of the Month, DCS Reports, Police reports, documentation in power school, stats, perceptions data, grip data, exhibit g coaching, sixth grade promotion, 2 Personal days

ED Program: Special Ed Collaborative Meetings at Elvira and Rivera; Elementary Counselor Meetings; Staff Meetings; DCS Hotline Reports; TPD Calls/Interface; COP Meetings; IEP Meetings; CFT Meetings; Parent Meetings/Family & Developmental Histories; Transportation Requests for 2017-2018; Bus Duty; Field Day; 6th Grade Luncheon and Graduation. Absent/Funeral: 4/26, 4/28, 5/4, 5/5.

SUSD Elementary School Counselors Yearly STATS

RE-Created: July 2016

School Year: **2016-2017**

School Year Dates: **July 22, 2016 - May 26, 2017**

School	Total # of students on group list	Total # of group sessions	Total # of classroom lessons	Student contacts	Student staffings	Presentations/ Trainings for Staff	Staff contacts	Parent workshops	Total # of parents attended	Parent contacts	100th Day population
Craycroft (K-4)	42	182	240	324	108	1	244	0	0	159	N/A
Drexel	46	256	279	490	42	3	272	0	0	87	N/A
Elvira *	68	171	259	559	41	7	1091	0	0	113	N/A
Esperanza	36	171	194	585	51	2	262	0	0	167	N/A
Gallego Primary (K-3)	54	218	352	453	74	1	323	0	0	279	N/A
Gallego Intermediate (4-6)	20	18	68	177	20	0	207	1	59	75	N/A
Lauffer (5-6)	30	28	47	832	4	7	359	1	15	343	N/A
Liberty **	30	46	79	204	33	1	144	0	0	80	N/A
Los Amigos	41	177	330	386	79	3	321	0	0	185	N/A
Los Ninos	30	183	413	206	39	0	485	0	0	45	N/A
Mission Manor	52	138	333	324	89	1	391	0	0	153	N/A
Ocotillo (Pre-K - 1)	30	144	460	436	65	2	371	1	3	196	N/A
Rivera	32	68	153	342	40	6	440	0	0	241	N/A
Santa Clara	52	12	165	290	79	4	275	0	0	172	N/A
Sierra (2-6)	30	97	192	358	58	0	325	0	0	163	N/A
Summit View	117	246	358	564	43	6	501	0	0	231	N/A
ED Program	53	324	155	208	140	0	2304	0	0	320	N/A
YEARLY TOTALS	763	2479	4077	6738	1005	44	8315	3	77	3009	N/A

* Please note that the Elvira School Counselor was out on medical leave from July 27 - October 20, 2016, however, contacts were made through email/p

** Please note that the Liberty Counselor's last day of work was on January 20, 2017, and did not provide any services records for 2nd semest

YEARLY SUMMARY OF ALL OTHER ACTIVITIES:

Craycroft (K-4): Site Leadership team member, District Crisis Team, TAT Team Meetings, PBIS/Kindness Leader for Committee, Nutrition Network, Wednesday Site Meetings and PD trainings, Counselors K-12 Task Force Committee, Counselor's K-12 District Monthly Meeting, District Crisis Meeting, Parent Council Meetings, Mentor Mentee for District Counselor, Mentor Meetings and Trainings, 504 Site Coordinator, IEP Meetings, Meet the Exhibit G requirement for principal and GRIP requirements for District, GRIP Presentation with other counselors in April, WICOR, AVID School Strategies applied, Before and Afterschool Monitoring on Playground, Lunchroom coverage, playground lunch duty, Proctor Special Education Department for the AZ-MERIT testing days-2 weeks. Classroom substitute and assistant, Adventure Bus Dismissal Responsibility, Ben's Bells Coordinator, Ben's Bells KINDNESS Mural, Emergency substitute teacher coverage, Training school teachers on Mandatory Reporting, Implement Behavioral plans and produce charts, PBIS reward system, Kindness rewards and recognition, support teachers with DCS reports, communication with district personnel Frank Morales, Gina Gomez in Student Services Department, communicate with police and Community Counseling Agencies, Meet Your Teacher Day, Open house for kinder kick-off, translator for parents, referrals to district social worker, referral to food center, coordination of LMS transition days in May, and support LMS with students. Support/referral of parents to Crisis to Mental Health Services. 21st Century Coordinator for after school and summer school program. Distribution of Parent Monthly News Letter, Areas responsible in counseling committee; social committee, perceptions for 2nd and 5th

Drexel: Morning PBIS store supervision, student council advisor, MTSS/PBIS committee, school leadership team committee, administrative leadership committee, school-wide PBIS demonstration coordinator/presenter, trauma professional development, k-12 counselor meeting, monthly counselor collaboration, lunch duty, after school bus duty, meet the teacher night, curriculum night, AZ nutrition network coordinator, Ben's Bells kindness conference, full day AVID training, 504 meetings, IEP meetings, CFT meetings, Anti-bully month activity coordinator, weekly student council meetings, DCS reporting, outside referrals, co-coordinator for attendance initiative activity implementation, wellness committee, SHAC team member, Drexel PBIS assembly coordinator, Ben's Bells kindness coordinator, parent-teacher conferences, perfect attendance incentive co-coordinator, meetings with outside referral service coordinators, Wednesday school site meetings, spirit week coordinator, attendance group facilitator, Box Tops coordinator, Earth Week activity facilitator, Career Day facilitator, Box Top coordinator, 6th grade middle school visit coordinator, student data talks, emergency subbing, AZ Merit administrator

Elvira: Site Team /Committee Meetings: *Elvira Staff Meeting* (07/25, 10/26, 11/09, 12/14, 12/23, 01/11, 01/25, 02/08, 02/15, 02/22, 03/08, 03/13, 03/29, 04/19, 05/03, 05/26), *Special Elvira Staff Meeting with Steve Holmes* (05/03), *Elvira Special Education (SPED) Team Meeting* (07/26), *School Intervention Team (SIT) Meeting* (11/22, 12/06, 12/13, 01/10, 01/24, 02/07, 02/14, 02/21, 02/28), *SHAC / Wellness Committee Meeting* (12/14)

District Team / Committee Meetings: *K-8 Counselors Meeting* (07/22, 04/05), *Elementary School Counselors Meeting* (11/02, 11/16, 12/07, 01/18, 02/08, 03/01, 03/13) , *K-12 SUSD Counselors Meeting* (05/10); **Program Coordinator Responsibilities:** *SUSD Elementary School Counselors Program* - My presentations to SUSD Counselors on new LEARN site and on-line Guidance Lessons (07/22, 11/02, 12/07, 02/08), My presentation to SUSD Counselors on Counselor Accountability Documentation (03/01), Email School Counseling Team Guidance Lessons / Resources (01/18, 01/19, 02/07, 04/19, 04/20, 05/22), *Ben's Bells Kind Campus Program* - My presentation to Elvira Staff on 2016-2017 Kind Campus Program (07/25), Email Program Information & Monthly Activity Guide to Elvira Staff (08/18, 08/18, 08/25, 10/02, 10/02, 10/02, 10/04, 10/16, 10/18, 10/25, 10/26, 11/01, 11/23, 05/08), Email Consultation on the installation of the Kindness Tree Mural (07/22, 08/18, 08/30, 08/30, 08/30, 09/03, 09/03, 09/03, 09/04, 09/08), Kind Campus Lessons Grades K - 6 (0+28+3+ 25 = 56 lessons), Valentines Day Assembly for K-2 (02/14), Valentines Day Assembly for 3-6 (02/14), Email Kind Campus Information to be included in A+ Proposal (01/09), *Be Kind Challenge Announcements* (04/28, 05/01, 05/02, 05/04), *Kind Campus Bus Tour Event* (11/01, 11/02, 11/07, 11/07, 11/08, 11/09, 11/14), *Elvira School Counseling Program* - Email Program Information (10/28, 11/21, 11/29, 12/23, 02/10, 03/06, 04/24, 05/01), *504 Program Co-Coordinator - Meetings* (12/13, 01/13, 01/17, 01/23, 02/01, 04/28, 05/16), **Contacts** (05/09); **Site Professional Development:** *Trainings* - Teacher Evaluation Rubric (01/11), Kinder Team on Brain Busters (01/15), 5th Grade Team on Resiliency (02/15) McKinney - Vento (02/28), 2nd Grade Team on Vocabulary Development (03/29), AZ Merit Test Administrator Training and Certification (04/12), Mandatory Open Enrollment Insurance Meeting (05/03), *Mentorship of Camilo Macias (School Counseling Student)* - Email Contacts (08/25, 10/02, 10/25, 10/28, 10/31, 11/09, 11/09, 11/09, 11/28, 11/28, 12/12, 12/14, 12/20, 01/11, 01/20, 01/26, 01/26), In Person Meetings (07/25, 11/23, 12/05, 12/06, 12/07, 12/08, 12/08, 12/09, 12, 14, 12/16, 12/19, 12/20, 12/23, 12/23, 01/25, 02/03), 4/07, 05/15); **District Professional Development:** *Mentorship of Kelsi Redding (Mission Manor Counselor)* - Email Contacts (07/21, 08/06, 08/06, 08/08, 08/09, 08/16, 08/18, 08/23, 08/25, 09/02, 09/16, 10/25, 10/26, 10/27, 10/27, 10/31, 10/31, 11/07, 11/07, 11/07, 11/16, 11/16, 12/12, 12/12, 12/12, 12/19, 01/11, 01/18, 01/30, 01/30, 02/07, 03/13, 03/14, 03/14, 04/28, 05/01, 05/10, 05/10, 05/16, 05/16, 05/22), In Person Meetings (07/22, 10/27, 11/02, 12/07, 01/18, 02/03, 02/08, 03/01, 03/13, 04/05, 05/10, 05/17), *Mentorship Study Day* (12/19), 05/17), *K-8 SUSD Counselors GRIP Showcase* (04/05); **Out of District Professional Development:** Southern Arizona School Counselors (SASC) School Counselor - Administrator Symposium (02/03); **Special Grade Level or School Wide Events/ Assemblies presented by Counselor:** *Kind Campus Door Contest* - Email Information (10/02), *Kindness Month in October* - Email Information (10/02, 10/18), *Kindness Month Weekly School Wide Activities* (10/02, 10/16, 10/25), *Kind Campus Bus Tour* - Observation of 3 simultaneously implemented Kind Campus Lessons & School Wide Implementation of Program by Ben's Bells Board Members and Donors (11/14), *Valentines Day Kindness Assembly for K-2* (02/14), *Valentines Day Kindness Assembly for 3-6* (02/14), *PBIS Lessons for 2nd Grade Classroom* (02/21, 02/28), *Middle School Transition Visits* - Emails on Visits (02/26, 03/08, 03/28, 03/29, 03/29, 03/31, 05/01, 05/04, 05/08), *Transition Visits with Challenger* (05/04, 05/08), *AZ Merit Test Prep Lessons* (11 lessons), *Be Kind Challenge Classroom rewards* (05/02, 05/04); **Grade Level or School Wide Events/ Assemblies participated in by Counselor:** AZ Merit Pep Assembly (02/14), TuNidito Assembly on Cancer (05/05); **Crisis Response:** Supervision of Physical Restraint by staff member (02/14, 03/30), Administer Physical Restraint (02/16) , Response to returned run-away student in 3rd Grade (04/13), Response to found run-away 6th grade student #1 (04/03, 04/13), Response to found run-away 6th grade student #2 (04/27), Mobil Crisis Team Responsive Meeting for 6th grade student #2 (04/17); **Before & Afterschool Monitoring Duties:** Bus Duty (11/01, 11/08, 11/15, 11/21, 11/28, 12/06, 12/09, 12/13, 12/20, 03/28, 04/04, 04/11, 04/18, 04/25, 05/09, 05/16, 05/23); **Substituting/ Supervision:** Substituting for 15 minutes (01/10); **Assessment Proctoring or Administration:** AZ Merit Test Administration (04/18, 04/20, 04/24, 04/26, 04/28); **Other Responsibilities:** *Provide Outside Counseling Information and Resources to Elvira Staff* (11/03, 11/08, 11/10, 11/10, 11/14) , *My Presentation at K-12 SUSD Counselors GRIP Showcase* (04/05), *Attend A+ Celebration at Elvira* (04/28)

Esperanza: Counselor K-12 Task Force member. Monthly counselor meetings. Member of Leadership Team meeting once a week. 504 coordinator. IEP/MET meetings. Daily duty coverage: Morning duty and afternoon bus duty, lunch/recess duty as needed. Mandatory reporting to DCS and TPD. Crisis Response Center referral as well as referrals to various counseling agencies. Provide classroom/teacher support through creation/implementation of behavior plans. Trauma Informed Care PD. Presented Trauma informed care to staff for PD. Presented Mandatory Reporting/types of abuse to staff. Attend parent-teacher conferences. Outside Agency meeting with La Frontera. 504, IEP, MET, CFT meetings. District Professional Development: Mentor/Mentee meetings, WICOR, AVID. Bi-monthly counseling newsletter (The Eagle Supporter). Parent Letter from district regarding self-harm/suicide. Christmas boxes to families in need. Implemented PBIS campaign throughout the school.

Gallego Primary (K-3): TAT Team Lead, PBIS committee, Counselor K-12 Taskforce member, Monthly Counselor meetings, District Crisis Team Lead, 504 Coordinator, attend IEP/MET meetings, Daily Bus Duty, Lunch Duty as needed, Ben's Bells Coordinator, Mandatory Reporting to DCS and TPD, Creation of behavior plans, Parent referrals to (mental health, clothing bank, outside agencies, etc.), 21st Century Morning Dance Teacher, Weekly taking out the recycling from classroom with stucco, Student Council Faculty Advisor, Sonoran Behavioral Health PD, Meet your Teacher Night, Trauma Informed Care PD, Site PD presentation on TAT accommodation, intervention, and modifications, Student Council Election Assembly, Parent Teacher Conferences, PD, Dance Performance at 1st Grade Evening Concert, Health and Wellness, Student Council Fund Raiser- Pop Corn Grams, Outside Agency Meeting with La Frontera, Kindergarten Round-Up, Organize 3rd Grade Dance, Student Council Egees booth fundraiser at school Carnival, 21 Century Dance Performance at Cafecito, AZMERIT administrator

Gallego Intermediate (4-6) 14 Guidance lessons each quarter, Tutorial Classes (4 teachers, 15+ additional lessons), Daily Lunch Duty, Daily After school and hallway Duty, PBIS ordered items, Administered or Proctored benchmark assessment and AZmerit, Site PD Wednesday, 2 Groups (Academic, Social skills), 504 Coordinator, Teacher coverage (10x periods)

Lauffer (4-6) Staff training on mandated reporting and 504 (July 23rd, 2016). AVID interviews and meetings. 504 meetings. AVID site team meetings (Every Wednesday at 1PM). PBIS team meetings (twice per month). AVID site team meetings once per week. Kind campus coordinator. PD school meetings (once per week on Wednesdays). District Counselor meetings (7/22, 8/12, 8/28, 9/7, 10/5). AVID Counselor Training (9/26). Bens Bells kind campus training. Youth on their Own meeting. Presentation at 5th and 6th grade welcome nights. DCS reports and mandated reporting. Lunch monitoring duty (every school day, both lunches). Hallway monitoring duties (passing period). Classroom observation (7 times this semester). Substituting a class (3 times this semester). Proctored benchmark math and ela exams for 504 students (10/3, 10/4). Grade level teacher meetings (4 times this semester). Kind campus coordinator. 504 coordinator. Conduct counseling groups on topic of sharing emotions. Teaching a 21st century class after school two days per week. Substitute classes when there are no subs available. Conduct referrals to DCS and other outside agencies. Make behavior contracts with students who are identified as behavior issues. Member of the AVID elective team. Meet with parents and students about student success and opportunities for improvement. Give guidance lessons on the topic of bullying prevention. Conduct hallway and lunch room supervision on a daily basis. Attend monthly district counseling meetings. Attended weekly AVID elective meetings. Had three students of the month breakfast celebrations with high parent turnout. Helped with two awards nights to recognize students who earned perfect attendance or were on honor roll. PBIS committee Member and ran our student store. Taught an after school class about college and career readiness, twice per week. Held group sessions based on anger management and the development of social skills. Helped with a town hall presentation for our 5th and 6th grade students. I then went into the classrooms after this presentation and answered questions as well as discussed the main points with students. Gave a guidance lesson about bullying to our 5th and 6th grade students. Ran a staff raffle using our Lauffer bucks to reward teachers who give out the most bucks to our students. Worked to craft and update 504 plans for students. As part of my shared responsibilities, I did hallway observations between classes and helped to monitor the cafeteria every day during lunch. Gave students a survey in which they could give suggestions on how to improve our school climate. Run and manage the PBIS student store at lunch time. 504 coordinator for 5th and 6th grade. Attend IEP and CFT meetings. Bens bells kind campus coordinator. K-12 counselor district meetings. Hosted a monthly student of the month breakfast where students were recognized for their outstanding behavior. Parents also attended the student of the month breakfast. Helped coordinate awards night. Developed behavior contracts with students and worked with them on goal setting. AZ merit exam administrator. Coordinated with outside agencies for referrals. Organized and planned a move-up day for our incoming 5th grade students. Developed a behavior form for our incoming students so teachers can identify students who will need extra attention and services next year. Served on the PBIS committee. Kept statistics for PBIS which include who spends the most Lauffer bucks by grade level and how effective our rewards are. DCS reporting as well as Police reporting for mandatory reports. Attended AVID meetings as part of the AVID elective site team. Conducted AVID interviews for our incoming class of 6th grade students. I met the goal for my exhibit G and received full points from my site. Submitted GRIP data based on behavior initiatives. Coverage of 20 classes this quarter and several classroom observations of student behaviors.

Liberty: No Information Available

Los Amigos: Support Staff Meetings; TAT Meetings; Morning, Lunch and Afterschool duty; IEP Meetings; Attendance Check ins; DCS/Law Enforcement Reports; District Crisis Team; Agency Referrals; Observations of Students/Consultation with Staff; Parent/CFT Meetings; CFT/DCS Meetings

Los NINOS: 504 Coordinator, ATF member, TAT member, District Crisis Team, Ben's Bells Coordinator, JA Coordinator, Counselor Collaboration, PD training, Attendance calls and letters, Teacher conferences, Duty as needed, IEP, %04 and CFT meetings

Mission Manor: 504 coordinator, SAT coordinator, Kind Campus coordinator, Golden Horseshoe Rewards facilitator, middle school transition field trip coordinator, Career Day Coordinator, College Awareness Week Coordinator, emergency substitute coverage, afterschool daycare pickup duty (daily), counselor's collaboration (monthly), AZ Merit test proctor, AIMS Science test proctor, SLT team member (monthly), peer mediations, referrals to outside behavioral health agencies, DCS/ TPD reports, child study team member, field day & water day support, social/ developmental history meetings, support in parent/ teacher conferences (as needed), SUSD crisis team member, spring carnival duty,

Ocotillo (Pre-K - 1): Staff Training, Special Ed Team/Child Study team, Conduct FBS', Morning, Lunch, and after school duty, Parent pick up. Math Night, Open House, field trips, Referrals, DCS reports, CFT's, Parent-teacher conferences. Counselor meetings, wrote up behavior plans, substitute one on one aide with Kindergarten student. In charge of attendance. Attendance letters, home visits, attendance calls, Parent meetings. School photographer, Trauma Informed Care training 8/12. Read to 9 PUPS class once a week. IEP meetings. Student incentive program weekly, Christmas Program at SSHA, Reading Night, help ParaPro with Kindergarten student, Kindergarten Round-up, Grade-level weekly meetings. Provide PE lessons for K-1 students, Collected donations for PE equipment, Teach 5 PE classes weekly, 1st Grade transition planning and trip to Sierra, Transfer of JH to Elvira's ED program, Water Day, Kindergarten graduation: took photos of each student and each class picture.

Rivera: PBIS Team Member, 504 Coordinator, Person Responsible for the Token Store on Wed, Child Study Team Member Wkly meetings, School Leadership Team Member once a wk, Sub as needed, Student Council Mentor, 21st CCLC Co-coordinator, Interpreter/Translator as needed, Humane Society Responsible Person, Kind Campus Coordinator, Class Meeting Mentor, Morning/Afterschool Duty, District Crisis Team, Agency Referrals, Active Member of the Counselors Group - monthly meetings, School Reporter on Team Collaboration Meetings, DCS/TPD reports, Field Day support member, school transition plan - Middle School.

Santa Clara: Assisted school administration with the orderly operation of the school, assisted with the C21 Program and supported school staff, PBIS Team member, 504, Mindfulness Lessons, Junior Achievement, Wellness Coordinator, assisted with Wellness activities, member of Child Study Team, Yearbook Coordinator, assisted ABSS with the daily operation of the school, Co-facilitated Mindfulness, Advocated for Elvira to district staff to repair the gap in the walls of the classroom in main building.

Sierra (2-6): PBIS Coordinator/ Team Member, 504 Coordinator, Testing Administrator, AVID Coordinator, Child Study Team Member, U of A contact for student of the month, Career Day Coordinator, Daily Lunch Duty for grades 2-8, Daily Parent pick up Duty, Ramogram Monthly Reward Coordinator, Home Visits, TAT Team member, Liaison with University of Arizona, Liaison with Child and Family Resource's Strengthening families program, Daily Morning Check in with 2-4 grade classes/teachers, PBIS Team Member, Planned the interviewing of potential AVID students grades 5-7 did background checks and comprised lists, Plan U of A field trip, AVID Banquet

Summit View: Counselor Task Force (1 Meeting), Kindness Month Coordination, Student Council Advisor, TAT Team Co-Coordinator, Attendance Initiative Co-Coordinator, 504 Coordinator, Site based meetings every Friday morning, assist with Student of the Month ceremonies, Exhibit G meeting, Other site based meetings, District Training on Trauma Informed Care and Vicarious Trauma, Sonoran Behavior Health PD, Summer PD - 2 days on Mental Health in the Schools, Counselor Collaborations - 14, coordinate train safety assemblies, coordinate Girl Scout program, Participate in school wide "Crazy Free Day", member of district crisis team, after school duty daily, lunch duty 2x/week, facilitate carseat initiative, cenpatico mobil crisis team reports, scheduling and documentation, Interim administration - 3 days, assist with laptop deployment, update my bulletin board, support and teach teachers making dcs reports, Counseling K-12 Task Force, IEP Meetings, Crisis Mobile Team Referrals, DCS Referrals, Sheriff referrals, kindness month coordinator, Student Council advisor - fundraisers, canned food drive, spirit week coordinator, Angel Tree co-coordinator, Moose Lodge Liaison, Liaison with counseling agencies for students, court documentation for student, Community Resource presentations, Gift of time day, literacy parade, Stories that Soar assembly, Spelling bee assembly, olympics day, Staff "mediation," audit, attendance initiative co-coordinator, Community presentation on stress, Love of Reading co-coordinator, Moose Lodge Liaison, Liaison with counseling agencies for students, court documentation for student, 1 hr. compassion fatigue training, Testing Administrator, Career Day coordinator, Biztown Field Trip chaperone, School Counselor Symposium Breakfast, Sixth Grade Assembly, home visit, 6th grade Field Trip chaperone, Love and Logic Trainings - 1 Pd during school, 2 after school (5 hours total), Rainy day duty as needed, Restraint Training, Site based PD, Attendance Celebration for 95 % and above (230 students), Water Day, Talent Show, Kick ball game, sixth grade clap out, avid recommendation coordination, sixth grade transition visits and parent cafe coordination, yearbook developer, fundraiser, and advertising, t shirt fundraiser, AZMerit testing, documentation in power school, stats, perceptions data, grip data, exhibit G coaching, sixth grade promotion

ED Program: Special Ed E.D. Collaborative Meetings at Elvira and Rivera; Elementary Counselor Meetings; Staff Meetings, Assemblies; Open House; DCS Hotline Reports; TPD Calls/Interface; SIT Meetings; COP Meetings; MET/IEP Meetings; CFT Meetings; Observations of Students/Consultation and Classroom Support in E.D. and Gen Ed. Classrooms; Parent-Teacher Conference Meetings; Parent Meetings/Family & Developmental Histories; Transportation Requests; Bus Duty; Festivals; Kinder Round-Up; Jump for Rope; Field Day; 6th Grade Luncheon and Graduation; Counselor's Symposium; PRT Training; Inservice/Records Day/Professional Development.