

**SUSD Elementary School Counselors Quarterly / Yearly STATS 2018-2019**

**First Quarter Dates: July 26- October 5**

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)	21	56	36	89	33	0	80	0	0	35	N/A
Drexel	24	35	63	60	6	0	60	0	0	15	N/A
Elvira	19	15	30	89	25	1	90	0	0	55	N/A
Esperanza	51	52	45	95	25	2	85	0	0	75	N/A
Gallego Primary (K-3)	41	68	123	181	30	4	82	0	0	49	N/A
Gallego Intermediate (4-6)	16	6	21	78	6	1	45	0	0	29	N/A
Lauffer (5-6)											N/A
Liberty	37	20	72	88	31	0	70	0	0	25	N/A
Los Amigos	42	34	62	89	19	2	72	0	0	40	N/A
Los Ninos	47	12	48	102	13	1	160	0	0	28	N/A
Mission Manor	0	0	99	37	18	1	60	0	0	15	N/A
Ocotillo (Pre-K - 1)	9	8	90	112	12	0	72	0	0	48	N/A
Rivera											N/A
Santa Clara	60	3	20	50	4	0	51	0	0	40	N/A
Sierra (2-6)	15	12	55	50	10	0	60	0	0	35	N/A
Summit View	40	23	50	59	18	1	67	0	0	28	N/A
ED Program	40	60	34	65	28	0	487	0	0	82	N/A
<b>Quarter TOTALS</b>	462	404	848	1244	278	13	1541	0	0	599	N/A

**Craycroft (K-4):** District Crisis Team, Distreict Crisis Training, School Crisis at School 10/2018, Site leadership team member, District TAT meetings, IEP meetings, provide IEP students services, referrals to community agencies, Ben's Bells coordinator, Wednesday PD Meetings, SAIL, Counselor's K-12 Task Force Meeting, Counselor's K-12 Counselors District Meetings, Mentor Training and meetings, Mentor for Liberty Counseor for Year 1, Craycroft 504 Coordinator, Exhibit G Requirements, GRIP for Counselors principal and district accountability, sharing of lesson plans and activities with other counselors, AVID school strategies, before school monitor duties, after school monitor playground duties, substitute in classrooms, after school Adventure Bus Dismissal, lunch coverage duty, playground duty, training teachers and staff Mandatory Reporting, behavioral acomodations for 504 Plans, PBIS reward system, communication with district; Frank Morales, Gina Gomez, Ms. Favela, health endangerment CRS Center referrals, contacting parents and follow procedures, communicate with Tucson Police and Sheriff Department, counseling agencies referrals to parentSs, district social worker referrals, Meet you Teacher Day, STEM Night Evening participant, Open House, Kinder Kick off, Teacher Parent Conferences, District mentorship workshops, mentor 2 counselors, mindfulness training

Drexel: PBIS demonstration presenter/coordinator, PBIS store supervisor, Student Council Advisor, lunch and bus duty, 504 coordinator, TAT team member, prepare daily announcements, IEP meetings, restorative circles, district wednesday meetings, weekly professional development, ben's bells coordinator

**Elvira:**

**Esperanza:** Staff presentation of mandatory reporting and PBIS, PBIS committee, 504 coordinator, Gabriel's Angels dog therapy program site coordinator, Shyann Kindness site coordinator, Girls on the Run after school program twice a week including one 5K on the weekend (site coordinator). Implement behavior plans and in/out of class support for severe behavior, multiple CFTs at school. Restraint training, Mindfulness training. Assistance with Student Council program/coordination. Numerous DCS/TPD calls for mandatory reports. Referrals to outside counseling. Provided food boxes for ten families during Thanksgiving and again for Christmas time. Coordinated our Angel Tree donations to families. Maintained school garden. Before and after school duty, Wednesday PD meetings, distric Wednesday counselor meetings, Exhibit G and Grip work, substitute in classrooms.

**Gallego Primary (K-3):**  
Site Team /Committee Meetings: PBIS, Wellness Committee, Carnival Committee  
District Team / Committee Meetings: Task Force Member  
District Wide Meetings: Counselor Meetings- 7/26, 8/29, 9/26, 10/5  
Program Coordinator Responsibilities: Ben's Bells Coordinator, TAT Coordinator, 504 Coordinator  
Site Professional Development: TAT Accommodations, Interventions, and Modifications presentation x5; Ben's Bells Program 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, Fall Carnival  
Before & Afterschool Monitoring Duties: After School Bus Duty Daily, Morning Bus Duty as needed Lunch / Recess Duties: As needed  
Other Responsibilities: DCS reporting, Crisis Response Team Member, TAT Coordinator, 504 Coordinator, 21st Century Tutor Sub, Parent Referrals (mental health, clothing bank, etc.), Student Council Faculty Sponsor

**Gallego Intermediate (4-6):** Site Team/ Committee Meetings: PBIS, Wellness Committee, District Wide Meetings: Counselor Meetings, 504 & SPED Meeting  
Program Coordinator Responsibilities: 504's  
Grade Level or School Wide Events/ Assemblies participated in by Counselor: Parent-Teacher conferences  
Before & Afterschool Monitoring Duties: Bus Duty, hallways, Daily After School  
Lunch / Recess Duties: 4th, 5th, and 6th grade lunches (daily)  
Other Responsibilities: DCS reporting, Crisis Response Team Member, 504 Coordinator, Parent Referrals (mental health, clothing bank, etc.) ,Go Guardian Alerts, Teacher Coverage, test administrator for bench marks & AZ Merit, 21st Century teacher  
Sick Days: 6

**Lauffer (5-6):**

**Liberty:**  
TAT Meetings, IEP meetings, 504 coordinator, student of the month, behavior plans, substitue for Wednesday releases and emergency sub, district counseling meetings, SAIL, mentor meetings, before school and after school monitoring dutues, lunch duty coverage, GRIP, lesson planning, PBIS committee, SLT committee, mandatory reportingparent contacts, family support meetings, attending parent/teacher conferences as support, meet the teacher night, parent referrals, small groups, whole class instruction, restraint training, Review 360 and Powerschool admin access, Mindfulness training, staff meetings

**Los Amigos:**

**Los Ninos :** District and Site collaboration, 504 Coordinator, Program flyer creation, Meet Your Teacher, Schedule New Student Groups, classes, and counseling groups, Bus duty Wed-Fri, Dance Parties participation, Student of the Month Participation, Monthly Assemblies, District Counselor Task Force, Open House, Restraint Training, Mindfulness training, kindergarten class support on the first week, records requests, Crisis Response team member, Outside agency referrals, TAT team member

**Mission Manor:** SAT coordinator, 504 coordinator, SLT team member, Meet the Teacher Event, Open House Night, Playground support, afterschool duty (daily), Outside agency referrals, planning for Shyann Kindness Event, Counselor Collaborations (monthly), site collaborations, crisis response, Mandatory Reporting site refresher

**Ocotillo (Pre-K - 1):** Staff Presentation on MR. Made many calls to DCS and TPD. Parent conferences, met with teacher weekly to discuss students. Implemented behavior plans, Student Intervention Team. Referrlas to outside counseling

**Rivera:** This quarter was serviced by the previous counselor. Maria Kostin started at Rivera on 10/22/18

**Santa Clara Elem.** Assisted administrative staff in securing the orderly operation of the school daily, 504 coordinator, assisted with training new counselor, assisted teachers with classroom issues accordingly.

**Sierra 2-5:** Safety Patrol Coordinator 3rd period Daily, 504 Coordinator, AVID coordinator, TAT team member, Coordinate the back pack program, Substitute in Middle school classes, Daily lunch duty for elementary and middle school, Daily after school parent pick up for elementary students, Attend SMART Meeting monthly with County Attorney

**Summit View: District and site colaborations, Counselor Task Force Meeting, TAT team member, Program flyers creation, Meet your teacher, Open House, schedule groups, classes, new student groups, 504 Coordinator, culture assemblies, magic box assembly, parent referrals to outside agencies, dcs reports/sheriff reports, De escalation training, mindfulness training**

**ED Program: Rivera Open House, Elvira Meet Your Teacher Night; Elementary Counselor's Mtgs; Rivera Staff Mtgs; Elvira & Rivera Special Ed/E.D. Meetings; Class Support (E.D. & Gen Ed Classrooms); Elvira Bus Duty; Special Ed. Transportation; Rivera TAT Scheduler & Mtgs; COP Mtgs; IEP Mtgs; CFT Mtgs; Home Visits; Family & Developmental Histories/Re-Evaluations; TPD/DCS Reports; PRT Incidents; Professional Development: Pre-Services Training: PBIS, Review 360, True Colors, PRT/De-Escalation Training; El Rio Mindfulness Training; Ben's Bells and Kind Campus Training.**

**Second Quarter Dates: October 15- December 21**

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)	21	80	47	81	36	0	72	0	0	30	N/A
Drexel	29	48	61	80	5	0	70	0	0	15	N/A
Elvira	25	41	30	102	10	0	60	0	0	35	N/A
Esperanza	49	48	54	87	35	0	65	0	0	30	N/A
Gallego Primary (K-3)	45	69	94	122	16	1	89	0	0	31	N/A
Gallego Intermediate (4-6)	16	14	26	92	6	0	74	0	0	38	N/A
Lauffer (5-6)		0									N/A
Liberty	45		68	84	16	0	96	0	0	23	N/A
Los Amigos	37	31	52	98	19	4	73	0	0	45	N/A
Los Ninos	38	78	59	95	10	0	75	0		27	N/A
Mission Manor	0	30	0	0	0	0	0	0	0	0	N/A
Ocotillo (Pre-K - 1)	17	0	102	87	12	1	72	0	0	34	N/A
Rivera	23	25	61	78	22	0	45	0	0	19	N/A
Santa Clara	12	15	21	152	32	0		0	0	42	N/A
Sierra (2-6)	30	8	48	75	12	0	75	0	0	60	N/A
Summit View	24	45	54	67	15	0	54	0	0	24	N/A
ED Program	43	80	47	39	42	0	586	0	0	88	N/A
<b>Quarter TOTALS</b>	454	612	824	1339	288	6	1506	0		541	N/A

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**Other Activities:**

**Craycroft (K-4):** District Crisis Team, District Crisis Training, School Crisis at School 10/2018, Site leadership team member, District TAT meetings, IEP meetings, provide IEP students services, referrals to community agencies, Ben's Bells coordinator, Wednesday PD Meetings, SAIL training and participation, Counselor's K-12 Task Force Meeting, Counselor's K-12 Counselors District Meetings, Mentor Training and meetings, Mentor for Liberty Counselor for Year 1, Craycroft 504 Coordinator, Exhibit G Requirements, GRIP for Counselors principal and district accountability, sharing of lesson plans and activities with other counselors, AVID school strategies, before school monitor duties, after school monitor playground duties, substitute in classrooms, after school Adventure Bus Dismissal, lunch coverage duty, playground duty, training teachers and staff Mandatory Reporting, behavioral accommodations for 504 Plans, PBIS reward system, communication with district; Frank Morales, Gina Gomez, Ms. Favela, health endangerment CRS Center referrals, contacting parents and follow procedures, communicate with Tucson Police and Sheriff Department, counseling agencies referrals, district social worker referrals, Meet you Teacher Day, STEM Night Evening participant, Open House, Kinder Kick off, Teacher Parent Conferences, District mentorship training workshops, mentor 1-2 counselors a year, student pre survey for GRIP accountability

**Drexel:** PBIS store supervisor, Student Council Advisor, lunch and bus duty, 504 coordinator, TAT team member, prepare daily announcements, IEP meetings, restorative circles, district wednesday meetings, weekly professional development, ben's bells coordinator, anti-bully month coordinator, stomp out bullying assembly coordinator, crisis response training, handle with care training

**Elvira:**

**Esperanza:** 504 coordinator w/504 Annual Reviews, Gabriel's Angels dog therapy program site coordinator with visits every other week, Shyann Kindness site coordinator, Girls on the Run after school program twice a week and weekend 5k (site coordinator). Implement behavior plans and in/out of class support for severe behavior, multiple CFTs at school. Mindfulness training at school counselor meeting. Assistance with Student Council program/coordination and volunteered at school dance. Various DCS/TPD calls for mandatory reports. Referrals to outside counseling. Provided food boxes for ten families during Christmas time. Coordinated our Angel Tree donations to families. Provided positive affirmation book for staff to pass around (Shout Out Book). Maintained school garden. Before and after school duty, Wednesday PD meetings, SAIL, distric Wednesday counselor meetings, Exhibit G and Grip work, substitute in classrooms.

**Gallego Primary (K-3):**  
 Site Team /Committee Meetings: PBIS, Wellness Committee  
 District Team / Committee Meetings: Task Force Member  
 District Wide Meetings: Counselor Meetings- 7/26, 8/29, 9/26, 10/5  
 Program Coordinator Responsibilities: Ben's Bells Coordinator, TAT Coordinator, 504 Coordinator  
 Site Professional Development: TAT Accommodations, Interventions, and Modifications presentation (followup)  
 Special Grade Level or School Wide Events/ Assemblies presented by Counselor: Smencil Sale Fundraiser  
 Grade Level or School Wide Events/ Assemblies participated in by Counselor: Carnival  
 Before & Afterschool Monitoring Duties: After School Bus Duty Daily, Morning Bus Duty as needed Lunch / Recess Duties: As needed  
 Other Responsibilities: DCS reporting, Crisis Response Team Member, TAT Coordinator, 504 Coordinator, 21st Century Tutor Sub, Parent Referrals (mental health, clothing bank, etc.), Student Council Faculty Sponsor, Illuminate makeup test facilitator

**Gallego Intermediate (4-6):** Site Team/ Committee Meetings: PBIS, Wellness Committee, District Wide Meetings: Counselor Meetings, 504 & SPED Meeting  
 Program Coordinator Responsibilities: 504's  
 Grade Level or School Wide Events/ Assemblies participated in by Counselor: Parent-Teacher conferences  
 Before & Afterschool Monitoring Duties: Bus Duty, hallways, Daily After School  
 Lunch / Recess Duties: 4th, 5th, and 6th grade lunches (daily)  
 Other Responsibilities: DCS reporting, Crisis Response Team Member, 504 Coordinator, Parent Referrals (mental health, clothing bank, etc.) ,Go Guardian Alerts, Teacher Coverage, test administrator for bench marks & AZ Merit, 21st Century teacher  
 Sick Days: 3

**Lauffer (5-6):**

**Liberty:**

**Los Amigos:**

Los Ninos : PD- SAIL, Crisis Response Training, Site Collaborations and Staff meetings; School Climate/Culture - Student of the Month, Pep Assemblies, Monthly incentive parties, Holiday Sing Along, Harvest Festival, School Dance, Halloween Parade; Other Duties- Afterschool bus duty, District Task Force, TAT Team member, Resources for families and contact with outside agencies, 504 Coordinator, Mandatory Reports to DCS and Law Enforcement, Off for 1/2 day and an 1.5 hours on another day

Mission Manor: \*\*\*\*COUNSELOR ON MATERNITY LEAVE\*\*\*\*

Ocotillo (Pre-K - 1): TAT coordinator, TATS, Classroom lessons, Parent Conferences, Individual, Group, Subbing, IEP Meetings, Home Visits, One-on One with a student. 504 Coordinator, Mandatory Reporting to DCS and Law Enforcement, Provided staff with a professional Hour on Mandatory Reporting. Exhibit G, Provide outside agencies to parents, collected clothes for students in need, Counselor Task Force Member, Daily Duty, Parent Pick-up, Attendance letters, calls, and home visits. Crisis Response, Christmas Program, Math Night, District Counselor Meetings,

Rivera: School Leadership Team member, PBIS Committee member, Before school duty, Afterschool duty, Child Study meetings, CFT meetings, IEP meetings, DCS reports, TPD reports, Task Force Committee member, School counselor monthly meetings, attended meeting on crisis/emergency response, 504 Coordinator, Kind Campus Coordinator, Gabriel's Angels Coordinator at Rivera, Operation School Bell Coordinator, Peer mediation, Develop and monitor behavior plans, Schedule trainings for parents, Make home visits, Conduct classroom observations, Professional development Trainings, Active member of grade level meetings, Mandatory reporter, Translate/Interpret school letters, Sub as requested. Note: Started working at Riverea on October 22nd

Santa Clara:

Sierra 2-5: Daily monitoring of Safety Patrols, Daily Middle and elementary lunch duty, Daily after school parent pick up duty, Coordinate distribution of turkeys,

Summit View: PD - SAIL, VSG, Crisis Response Training, Site Collaborations and Staff meetings; School Climate/Culture -school holiday performance, Santa Visit, Fitness Day; Extras - Afterschool parent pick up duty, TAT Team, 504 Coordinator, Resource list for families, Mandatory reports to DCS and Law enforcement, Off day - 1, Exhibit G

ED Program: Elvira Fall Festival; Community Share Grant & Mtg; Rivera Winter Wellness Wonderland Event; Elementary Counselor Mtgs; Rivera Staff Mtgs; Rivera Community Outreach Committee; Elvira/Rivera Special Ed Collaboration Mtgs; Class Support (Gen Ed & Spec. Ed); Bus Duty; Special Ed Transportation; PRT Incidents; TAT Coordinator & Meetings; MET/IEP Mtgs; CFT Mtgs: Parent Conferences/Home Visits; TPD/DCS/Crisis Intervention Reports; Professional Development: Crisis Response Training (SUSD Staff); Mindfulness Training (El Rio); Substance Use & Misuse (Pima County Health Dept); Youth Mental Health First Aid Training (Sheriff's Dept).


**Third Quarter Dates: January 7- March 18**

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	80	47	98	41	0	61	0	0	25	N/A
Drexel	28	81	72	85	7	0	66	0	0	17	N/A
Elvira	25	39	30	112	20	0	70	0	0	39	N/A
Esperanza	52	43	50	130	40	0	55	0	0	45	N/A
Gallego Primary (K-3)	61	78	86	158	22	0	70	0	0	33	N/A
Gallego Intermediate (4-6)	27	4	26	59	5	0	46	0	0	29	N/A
Lauffer (5-6)											N/A
Liberty	59	33	74	112	11	0	112	0	0	16	N/A

Los Amigos	54	78	78	94	19	0	72	0	0	47	N/A
Los Ninos	15	22	40	70	11	0	69	0	0	25	N/A
Mission Manor	18	9	102	128	7	0	60		0	24	N/A
Ocotillo (Pre-K - 1)	22	6	90	114	12	1	87	0	0	21	N/A
Rivera	32	17	58	132	32	1	124	0	0	42	N/A
Santa Clara	61	24	30	195	65	0	98	0	0	54	N/A
Sierra (2-6)	35	32	48	75	12	0	70	0	0	45	N/A
Summit View	24	34	51	55	13	1	55	0	0	23	N/A
ED Program	42	81	48	61	64	0	669	0	0	76	N/A
<b>Quarter TOTALS</b>	585	661	930	1678	381	3	1784	0	0	561	N/A

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**Other Activities:**

**Craycroft (K-4):** Craycroft (K-4): District Crisis Team, District Crisis Training, Year long School Crisis, death, Site leadership team member, District TAT meetings, IEP meetings, provide IEP students services, referrals to community agencies, Ben's Bells coordinator, Wednesday PD Meetings, SAIL, Counselor's K-12 Task Force Meeting, Counselor's K-12 Counselors District Meetings, Mentor Training and meetings, Mentor for Liberty Counselor for full year, Craycroft 504 Coordinator, Exhibit G Requirements, GRIP for Counselors principal and district accountability, GRIP responsibilities shared with director, sharing of lesson plans and activities with other counselors, before school monitor duties, after school monitor playground duties, substitute in classrooms, after school Adventure Bus Dismissal, lunch coverage duty, playground duty, training teachers and staff Mandatory Reporting, behavioral accommodations for 504 Plans, PBIS reward system, communication with district; Frank Morales, Gina Gomez, Ms. Favela, health endangerment CRS Center referrals, contacting parents and follow procedures, communicate with Tucson Police and Sheriff Department, counseling agencies referrals to parents, district social worker referrals, Meet you Teacher Day, STEM Night Evening participant, Open House, Kinder Kick off, Teacher Parent Conferences, District mentorship training workshops, mentor 1-2 counselors a year, submit reports meeting yearly requirements

**Drexel:** PBIS store supervisor, Student Council Advisor, lunch and bus duty, 504 coordinator, TAT team member, prepare daily announcements, IEP meetings, restorative circles, district wednesday meetings, weekly professional development, ben's bells coordinator, quarterly PRIDE assembly coordinator, career day coordinator (planning), crisis response, serving gifted and talented training at Los Ranchitos (3/11), daily lunch bunch- relational aggression (3/11-3/15)

**Elvira:**

**Esperanza:** 504 coordinator w/504 Annual Reviews, Gabriel's Angels dog therapy program site coordinator with visits every other week, Shyann Kindness site coordinator, Girls on the Run after school program twice a week and weekend 5k (site coordinator). Implement behavior plans and in/out of class support for severe behavior, multiple CFTs at school. Various trainings at school counselor meetings. Assistance with student counsel planning/organization. Various DCS/TPD calls for mandatory reports. Referrals to outside counseling. Provided positive affirmation book for staff to pass around (Shout Out Book). Maintained school garden. Before and after school duty, Wednesday PD meetings, SAIL, distric Wednesday counselor meetings, Exhibit G and Grip work, substitute in classrooms.

**Gallego Primary (K-3):** Site Team /Committee Meetings: PBIS, Wellness Committee  
District Team / Committee Meetings: Task Force Member, Crisis Team Member  
District Wide Meetings: Counselor Meetings  
Program Coordinator Responsibilities: Ben's Bells Coordinator, TAT Coordinator, 504 Coordinator  
Site Professional Development:  
Special Grade Level or School Wide Events/ Assemblies presented by Counselor: Smencil Sale Fundraiser  
Grade Level or School Wide Events/ Assemblies participated in by Counselor:  
Before & Afterschool Monitoring Duties: After School Bus Duty Daily, Friday Morning Cafeteria Duty / Recess Duties: As needed  
Other Responsibilities: DCS reporting, Crisis Response Team Member, TAT Coordinator, 504 Coordinator, 21st Century Tutor Sub, Parent Referrals (mental health, clothing bank, etc.), Student Council Faculty Sponsor, Illuminate make up test facilitator

**Gallego Intermediate (4-6): Site Team/ Committee Meetings: PBIS, Wellness Committee, District Wide Meetings: Counselor Meetings, 504 & SPED Meeting**  
**Program Coordinator Responsibilities: 504's**  
**Grade Level or School Wide Events/ Assemblies participated in by Counselor: Parent-Teacher conferences**  
**Before & Afterschool Monitoring Duties: Bus Duty, hallways, Daily After School**  
**Lunch / Recess Duties: 4th, 5th, and 6th grade lunches (daily)**  
**Other Responsibilities: DCS reporting, Crisis Response Team Member, 504 Coordinator, Parent Referrals (mental health, clothing bank, etc.) ,Go Guardian Alerts, Teacher Coverage, test administrator for bench marks & AZ Merit, 21st Century teacher, high school chaperone, Sick Days: 5**

**Lauffer (5-6):**

**Liberty: TAT Meetings, IEP meetings, 504 coordinator, student of the month, behavior plans, substitute for Wednesday releases and emergency sub, district counseling meetings, SAIL, mentor meetings, before school and after school monitoring duties, lunch duty co**

**Los Amigos:**

**Los Ninos : Student of the Month, playground intervention meeting, bus duty daily, monthly spirit assemblies, 504 coordinator, student of the month, SAIL, CMS transition visit coordinator, DCS Calls, SRO calls, counseling resources provided for outside referral - Notes: 1 sick day, JA Day**

**Mission Manor: 504 coordinator, SAT coordinator, Career Day Coordinator, IEP meetings, daily after school duty, classroom subbing, AZELLA assistance, mandatory reports, school carnival, monthly counselor collaborations, site collaborations, lunch duty, Serving Gifted Populations training (3/11), referrals to outside agencies, Nursewise crisis calls, Shyann Kindness Event (1/11)**

**Ocotillo (Pre-K - 1):Ocotillo (Pre-K - 1): TAT coordinator, TAs, Classroom lessons, Parent Conferences, Individual, Group, Subbing, IEP Meetings ,Home Visits, One-on One with a student. 504 Coordinator, Mandatory Reporting to DCS and Law Enforcement, Provided staff with a professional Hour on Mandatory Reporting. Exhibit G, Provide outside agencies to parents, collected clothes for students in need,Counselor Task Force Member, Daily Duty, Parent Pick-up, Attendance letters, calls, and home visits. Crisis Response, STEM night, District Counselor Meetings, Tutoring**

**Rivera: School Leadership Team member, PBIS Committee member, Before school duty, Afterschool duty, Child Study meetings, CFT meetings, IEP meetings, DCS reports, TPD reports, School counselor monthly meetings, attended meeting on crisis/emergency response, 504 Coordinator, Kind Campus Coordinator, Gabriel's Angels Coordinator at Rivera, Peer mediation, Develop and monitor behavior plans, Schedule trainings for parents, Make home visits, Conduct classroom observations, Professional development Trainings, Active member of grade level meetings, Mandatory reporter, Translate/Interpret school letters, Sub as requested, AAA School Safety Patrol Coordinator, Be Kind Raptor Coordinator.**

**Santa Clara:**

**Sierra 2-5: 504 Coordinator, Safety Patrol Coordinator, TAT Team member, After school parent pick-up, lunch duty, subbing middle school classes, Math/science night participant, Monitor for after school middle school Glow Dance,**

**Summit View: VSG, SAIL, ODD Training - 1 day, ODD Training to staff, CMS Transition Visit coordinator, counselor meeting, 504 coordinator, SUN Referrals, ExEd presentation, daily parent pick up duty**

**ED Program: Rivera Staff Meetings; Elvira Bus Duty, Special Ed Transportation Requests, Monthly Elementary Counselor Meetings; Spec. Ed. Collaboration Meetings at Elvira and Rivera, Special Ed. Resource Meeting, TAT Coordinator and Meetings, COP Meetings, Parent Conference Meetings, CFT Meetings, DCS TDM Meeting, MET/IEP Meetings, Developmental and Family Histories, Crisis Interventions, DCS and TPD Reports, Professional Development: Prevention/Intervention Training/District Meeting**


**Fourth Quarter Dates: March 25 - May 24**

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	71	56	70	38	2	63	0	0	31	N/A

Drexel	31	55	59	96	12	0	70	0	0	15	N/A
Elvira											N/A
Esperanza											N/A
Gallego Primary (K-3)	64	71	82	83	20	0	92	0	0	32	N/A
Gallego Intermediate (4-6)	27	4	22	65	5	0	44	0	0	25	N/A
Lauffer (5-6)											N/A
Liberty	79	25	68	59	11	0	98	0	0	16	N/A
Los Amigos	67	74	80	88	19	0	82	0	0	39	N/A
Los Ninos	12	14	40	66	5		50			9	N/A
Mission Manor	21	28	83	68	8	0	46	0	0	12	N/A
Ocotillo (Pre-K - 1)	16	5	102	132	7	0	82	0	0	23	N/A
Rivera	28	22	62	98	28	0	113	0	0	78	N/A
Santa Clara	52	29	44	144	34	1	64	0	0	52	N/A
Sierra (2-6)	32	20	48	125	15	0	95	0	0	35	N/A
Summit View	23	24	38	57	6		50			11	N/A
ED Program	47	52	29	30	45	0	340	0	0	58	N/A
											N/A

**Other Activities:**

**Craycroft (K-4):** assist in LMS middle school transition, share LMS events and assist with coordination, 21st CCLC CO-Coordinator. District Crisis Team, District Crisis Training, School Crisis at School 10/2018, Site leadership team member, District TAT meetings, IEP meetings, provide IEP students services, referrals to community agencies, Ben's Bells coordinator, Wednesday PD Meetings, SAIL, Counselor's K-12 Task Force Meeting, Counselor's K-12 Counselors District Meetings, Mentor Training and meetings, Mentor for Liberty Counselor for Year 1, Support/Mentor for Esperanza Counselor, Craycroft 504 Coordinator, coordinate meetings for 504, Exhibit G Requirements, run perceptions survey from students at the end of the year, GRIP for Counselors principal and district accountability, sharing of lesson plans and activities with other counselors, sharing results of years growth, before school monitor duties, after school monitor playground duties, substitute in classrooms as needed, support classroom teachers when in their DATA meetings, after school Adventure Bus Dismissal, lunch coverage duty, playground duty, training teachers and staff Mandatory Reporting, behavioral accommodations for 504 Plans, PBIS reward system, present mandatory reporting information to new teachers, communication with district; Frank Morales, Gina Gomez, Ms. Favela, health endangerment CRS Center referrals, contacting parents and follow procedures, communicate with Tucson Police and Sheriff Department, counseling agencies referrals to parents, referrals to district social worker, Meet you Teacher Day, STEM Night Evening participant, Open House, Kinder Kick off, Teacher Parent Conferences, meet and submit mentorship requirements meeting district deadlines, use of mindful and creative movement activities, SAIL participation, review with staff of mandatory reporting (2sessions), promotions k and 4th

**Drexel:** PBIS store supervisor, Student Council Advisor, lunch and bus duty, 504 coordinator, TAT team member, prepare daily announcements, IEP meetings, restorative circles, district wednesday meetings, weekly professional development, ben's bells coordinator, quarterly PRIDE assembly coordinator, career day coordinator, crisis response, transition field trip coordinator and supervision, 504 review meetings, spirit week coordinator, water day

**Elvira:**

**Esperanza:**

**Gallego Primary (K-3):** Site Team /Committee Meetings: PBIS, Wellness Committee  
District Team / Committee Meetings: Task Force Member, Crisis Team Member  
District Wide Meetings: Counselor Meetings  
Program Coordinator Responsibilities: Ben's Bells Coordinator, TAT Coordinator, 504 Coordinator  
Site Professional Development:  
Special Grade Level or School Wide Events/ Assemblies presented by Counselor: 3rd grade dance  
Grade Level or School Wide Events/ Assemblies participated in by Counselor: Field/Water Day  
Before & Afterschool Monitoring Duties: After School Cafeteria Duty Daily, Lunch / Recess Duties: As needed  
Other Responsibilities: DCS reporting, Crisis Response Team Member, TAT Coordinator, 504 Coordinator, 21st Century Tutor Sub, Parent Referrals (mental health, clothing bank, etc.), Student Council Faculty Sponsor, AZMERIT Test Facilitator

**Gallego Intermediate (4-6):** Gallego Intermediate (4-6): Site Team/ Committee Meetings: PBIS, Wellness Committee, District Wide Meetings: Counselor Meetings, 504 & SPED Meeting  
Program Coordinator Responsibilities: 504's  
Grade Level or School Wide Events/ Assemblies participated in by Counselor: Parent-Teacher conferences, 6th Grade Online Safety lesson with Resource Officer Before & Afterschool Monitoring Duties: Bus Duty, hallways, Daily After School  
Lunch / Recess Duties: 4th, 5th, and 6th grade lunches (daily)  
Other Responsibilities: DCS reporting, Crisis Response Team Member, 504 Coordinator, Parent Referrals (mental health, clothing bank, etc.) ,Go Guardian Alerts, Teacher Coverage, test administrator for bench marks & AZ Merit, 21st Century teacher, Sunnyside Meet Yourself high school chaperone  
Sick Days: 0

**Lauffer (5-6):**

Liberty: TAT meetings, IEP meetings, 504 coordinator, student of the month, behavior plans, Wednesday subbing, emergency subbinb, distirct counseling meetings, SAIL, mentor meetings, after school duty, GRIP, lesson planning, PBIS, mandatiory reporting, parent contacts, family support meetings, parent referrals, small groups, whole class instruction, admin access to powerschool and review 360, staff meetings, career day, AZ Merit test adminstration, 6th grade transition coordinator, crisis response calls

**Los Amigos:**

Los Ninos : 504 coordinator, TAT team member, Challenger Transition Visits, bus duty most days that I'm there, AZMerit relief as needed, sixth grade promotion attending, assemblies attending, SAIL, 7 personal days, perceptions surveys, Crisis response situations (DCS, police, crisis mobile)

Mission Manor: SAT coordinator, 504 coordinator, IEP meetings, Coordination for Apollo transition and field trip for 6th grade, AZ Merits testing administering, AIMS Science testing administration, emergency substitute, SLT team member, outside behavioral health referrals, madatory reporting, daily after school duty, monthly counselor collaborations, peer mediations, Crisis calls, site PD meetings, crisis response

Ocotillo: Ocotillo (Pre-K - 1):Ocotillo (Pre-K - 1): TAT coordinator, Tats, Classroom lessons, Parent Conferences, Individual, Group, Subbing, IEP Meetings ,Home Visits, One-on One with a student. 504 Coordinator, Mandatory Reporting to DCS and Law Enforcement, Provided staff with a professional Hour on Mandatory Reporting. Exhibit G, Provide outside agencies to parents, collected clothes for students in need,Counselor Task Force Member, Daily Duty, Parent Pick-up, Attendance letters, calls, and home visits. Crisis Response Carnival planning and night. District Counselor Meetings, Tutoring, Kindergarten Promotion. Take photos of all students.

Rivera: Rivera: School Leadership Team member, PBIS Committee member, Before school duty, Afterschool duty, Child Study meetings, CFT meetings, IEP meetings, DCS reports, TPD reports, School counselor monthly meetings, attended meeting on crisis/emergency response, 504 Coordinator, Kind Campus Cordinator, Gabriel's Angels Coordinator at Rivera, Develop and monitor behavior plans, Schedule trainings for parents, Make home visits (as needed), Conduct classroom observations, Professional development Trainings, Active member of grade level meetings, Mandatory reporter, Translate/Interpret school letters, Sub as requested, AAA School Safety Patrol Coordinator, Be Kind Raptor Coordinator.

**Santa Clara:**

Sierra 2-5: AVID Coordinator, 504Coordinator, Safety Patrol Coordinator, AVID Interviews and selection, Planned and implemtened presentaions for upcoming Ocotillo, Los Amigos and Espernaza Rams, Awards night, 8th grade promotion dance supervision, Daily lunch and parent pick up supervision, Middle school substitute

Summit View: 504 coordinator, District Counseling Taskforce member, Counselor PDs, SAIL, VSGs, AZMerit Training, AZmerit kick off, AZMerit test administrator as needed, perceptions, GRIP report, water day, sixth grade promotion, crisis response as needed (DCS, PCSD, crisis mobile)

ED Program: Rivera Staff Meetings; Rivera Carnival; Elvira Bus Duty, Elvira Multi-Cultural Event, Special Ed Transportation Requests, Monthly Elementary Counselor Meetings; Spec. Ed. Collaboration Meetings at Elvira and Rivera, Special Ed. Resource Meeting, TAT Coordinator and Meetings, COP Meetings, CFT Meetings, End of the Year Transition/CFT Meetings, MET/IEP Meetings, Developmental and Family Histories, Crisis Interventions, DCS and TPD Reports, Professional Development: Assessing and Mitigating the Risk of Violent Behaviors and Suicide in Children/U of A. PTO/Bereavement: 12 days.

**School Year Dates: 2018-2019**

<b>School</b>	<b>Total # of students on group list</b>	<b>Total # of group sessions</b>	<b>Total # of classroom lessons</b>	<b>Student contacts</b>	<b>Student staffings</b>	<b>Presentations/ Trainings for Staff</b>	<b>Staff contacts</b>	<b>Parent workshops</b>	<b>Total # of parents attended</b>	<b>Parent contacts</b>	<b>100th Day population</b>
Craycroft (K-4)		255	186	338	148	2	276	0	0	121	N/A
Drexel		212	255	321	30	0	266	0	0	62	N/A
Elvira *		102	90	303	55	1	220	0	0	129	N/A
Esperanza		164	149	312	100	2	205	0	0	150	N/A
Gallego Primary (K-3)	64	231	385	544	88	5	333	0	0	145	N/A
Gallego Intermediate (4-6)		14	95	294	22	1	209	0	0	121	N/A
Lauffer (5-6)		0	0	0	0	0	0	0	0	0	N/A
Liberty **		109	282	343	69	0	376	0	0	80	N/A
Los Amigos		264	272	369	76	6	299	0	0	171	N/A
Los Ninos		78	187	333	39	1	354	0	0	89	N/A
Mission Manor	21	37	284	233	33	1	166	0	0	51	N/A
Ocotillo (Pre-K - 1)		44	384	411	43	2	313	0	0	126	N/A
Rivera		54	181	308	82	1	282	0	0	139	N/A
Santa Clara		64	115	541	135	1	213	0	0	188	N/A
Sierra (2-6)			199	325	49	0	300	0	0	175	N/A
Summit View		81	193	238	52	2	226	0	0	86	N/A
ED Program		273	158	195	179	0	2082	0	0	304	N/A
<b>YEARLY TOTALS</b>	85	1982	3415	5408	1200	25	6120	0	0	2137	N/A

**YEARLY SUMMARY OF ALL OTHER ACTIVITIES:**

**Craycroft (K-4):**

<b>Drexel:</b>
<b>Elvira:</b>
<b>Esperanza:</b>
<b>Gallego Primary (K-3):</b>
<b>Gallego Intermediate (4-6):</b>
<b>Lauffer (5-6):</b>
<b>Liberty:</b>
<b>Los Amigos:</b>
<b>Los Ninos :</b>
<b>Mission Manor: 504 coordinator, SAT coordinator, SLT team member, IEP meetings, daily after school duty, Career Day coordinator, Shyann Kindness Event (Jan.), 6th grade transition to Apollo preparation and field trip, site substitute as needed, madatory reports, Nursewise Crisis calls, supporting staff through process of madatory reports, peer mediations, before school playground duty, monthly counselor collaborations, site PD meetings, AZ Merit administration, Azella testing assistance, AIMS Science test administration, support in parent/teacher conferences, referrals to families for outside behavioral health services, Serving Gifted Populations Training, Planned Parenthood Training, school carnival, occasional lunch support, crisis response, Meet the teacher event, Open house night, **Out entire 2nd Quarter on Maternity Leave**</b>
<b>Ocotillo (Pre-K - 1):</b>
<b>Rivera:</b>
<b>Santa Clara:</b>
<b>Sierra 2-5:</b>
<b>Summit View:</b>
<b>ED Program:</b>