

What to Expect & What Not to Expect When You're a School Counselor

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Session Overview



Richard Woods,
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- Build Relationships
- Talk the Talk: Know the Educational Jargon & Acronyms
- Support: You are not alone. We're all in this together.
- Public Relations: Express Yourself
- Data: All About the Numbers
- Document, Document, Document
- Welcome: An Inviting Environment
- Network: Hello. My name is...
- Balance: Self-Care
- If Only Someone Would Have Told Me
- What's Next: New Counselor Webinar Series



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Flashback

- When did you first meet your school counselor?
- How well did you know your school counselor?
- What role did you play in getting to know your school counselor?
- How did your school counselor help you throughout high school?
- What are the necessary traits of the school counselor?
- What do you believe the role of the school counselor is?

♥ Build Relationships ♥



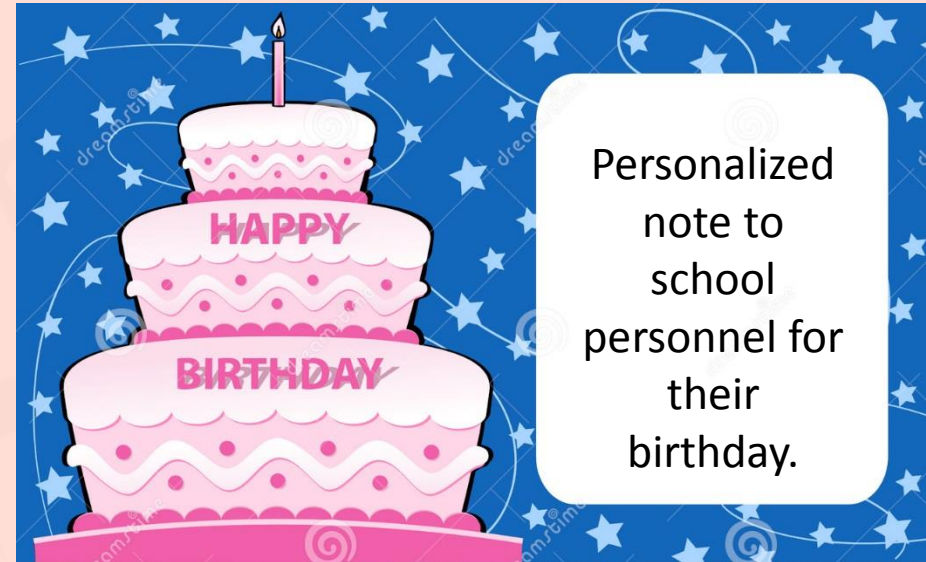
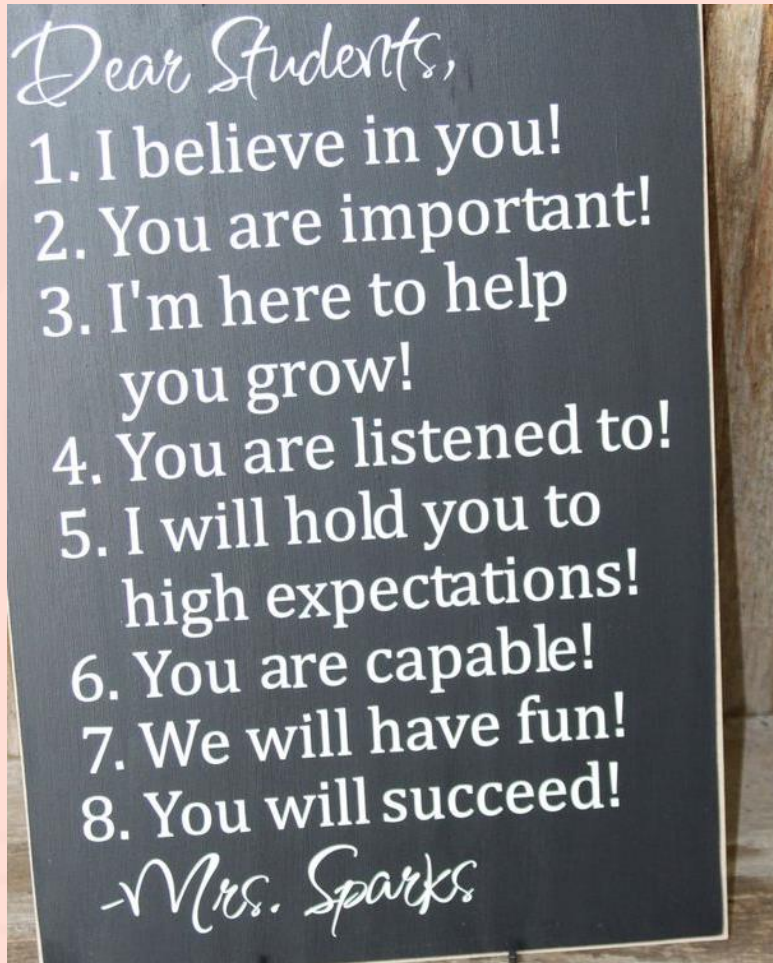
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STUDENTS

- Essential Question: What have you done to build rapport with one of your students?
- Student Interests
- Attend their events
- Walk around the cafeteria and strike up a conversation with a table of students.
- Be visible during hallway class changes
- Office setup (games, tangible items to take students' minds off presenting issue)
- Water for the hysterical, crying child in your office...Small things matter.
- Kids won't care what you think if they don't think that you care.

STAFF

- Break the ice. Teachers need to see value in service you provide.
- Visit the teachers. Find out how they assign homework, types of grades they collect, classroom expectations, etc.
- Staff outings...Be Social
- Be visible
- Kindness (Greetings & Cards)
- Publicize what you do *discuss in detail later*
- Support Staff Personnel
- Communicate with your administration
- Listen



"School counselors can be an excellent resource in assisting teachers in dealing with difficult students. While school counselors do not have magic wands, they are trained to address issues outside of the realm of the classroom teacher."

Julie Hartline, 2009 National Counselor Of The Year, in Education Week Teacher

Build Relationships

Parents

- Invite them into the building
- Returning phone calls/emails
- Reach out during crisis situations
- Needs Assessment
- Title I Schools...PIC
- Send home a notice about what was covered in guidance...at home connection
- Schedule a time to make an "unexpected" positive call home to the parents of students.
- *Future Webinar on Parent Involvement (November)
- LISTEN

Community

- Integrate yourself into the community
- Go to school athletic events, concerts, fundraisers
- Frequent local businesses (may come in handy when you're looking for sponsorships)
- Visit Your Local Chamber of Commerce
- Realtors in the area
- Parents' Workplace
- Advisory Lessons

Flashback (Parents)

- When did your parents first meet your school counselor?
- How well did your parents know your school counselor?
- What role did your parents play in getting to know your school counselor?
- Did your school counselor offer parent education programs to help the parents understand what was happening in school?
- What did your parents believe the role of the school counselor was?

Educational Jargon & Acronyms

CCRPI

EOC

End of Course
Tests

GMA

GA
Milestones

SLO

Student
Learning
Objectives

ITBS

COGAT

RTI

SST

504

??????



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Support

- Fellow Counselors
- District Office Personnel
- Fellow New Counselors
- Mentors
- You don't have to fly solo. We're all in this together!!
- Who's on your speed dial? In Your Favorites? 404-657-4965
- Virtual Support

Georgia Department of Education

Public Relations

- If you want people to take advantage of your services, you have got to promote.
- Who are your clients?

STUDENTS:

- Counselor Introductions
- Morning Announcements
- Who's the Counselor flyer in classrooms
 - Social Media
 - Classroom Visits
- Table Tents in cafeteria
- Afterschool/Evening events flyer
 - Bulletin Board
- Visit club meetings to solicit help with a project
- New Student Meetings

FACULTY:

- Role of counselor at New Teacher Orientation
- Role of counselor at faculty meeting
- Professional Development for teachers
- Who's the Counselor flyer for teachers
 - Breakfast on a Cart
 - Department E-Newsletter
- Sit in on a couple of classes. Especially the ones that students tend to brag about or have concerns about.
 - Weekly Calendar

PARENTS:

- School or Dept. Newsletter
- Website
- Open House brochure
- Advisory Council
- Flexible working hours (11AM-7PM)
- Family Nights/Parent Seminars/Curriculum Night
- Business Cards (with appt info on back (labels))



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Data Driven Program

- Seek out your building's data person
- Review last year's data for your school...Using the data, what areas can you see yourself impacting, thus setting your goal for the year? What programs/initiatives can you implement?
- Type of data to review: attendance, overall school test scores, individual students' scores, discipline reports by category
- Will help you with creating an "End of Year Accountability Report" to share with administrators for your department
- Ask not what the data can do for you. Ask what can you do to positively impact the data.

Document, Document

Anecdotal Notes

- Personal Property
- Do not show to anyone. Once you show to someone, it becomes public property.
- A summary of your time spent with a particular student...KISS...that can be shown to others and includes basic information
- Referral Slips/Sign In Sheets

Detailed Notes

- The time and date that you spoke with the student
- Exactly what the student said, in quotes, without paraphrasing or editorializing
- Interventions that you did with the student at the time (processes you walked them through, worksheets you had them fill out, etc.)
- Recommendations or suggestions that you made to the student
- Follow-up calls or conversations you had with anyone else (parents, administrators, police, CPS, etc.) including time and date, who you spoke with, and the content of those conversations, also specifically quoting rather than paraphrasing what the other parties said when it seems significant
- Any recommendations, referrals or community resources you offered to the parents
- Any other details you want to have in writing for future reference

Document (cont.)



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Documentation Options

- Record of Students Seen
- Individual Student Contact Sheet
- Parent Contact Log
- Small Group Rosters
- Core Curriculum Lessons Attendance
- P-T Conferences & Meetings

Documentation on the Computer

- If you are keeping your anecdotal records on a computer that is owned by the school, please keep in mind that even if your records are considered confidential, they are still part of a bigger network and may be accessed by others. If you want more privacy than that, you may choose at certain times to save notes on a personally bought flash drive or hand write your notes and keep them in a locked filing cabinet
- Documenting your activities on a system based computer program: Can be seen by other counselors, administration, and anyone with access to this system. Keep that documentation very general and minimal, and keep more detailed anecdotal notes in your own files on students, in a locked filing cabinet in your office.

3 Documentation Options



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Basic Documentation that can be shared. Keep anecdotal separate.

Individual Student Contact Sheet

Student _____ Grade _____ Homeroom _____ School Year _____

Address _____ City/State/Zip _____

Guardian Names _____

Home/Work/Cell Phones: _____

Additional Info _____

Date Seen	Person Seen	Referred By	Reason Referred	Interventions/ Suggestions
9/15	M - ph.	Mother	Divorcing	Meet with student, support for M
9/16	st.	Mother	Divorce, stress	Self care, boundaries, WUA

Record of Students Seen

Date Ref.	Referred By	Student Name	Grade Level	Homeroom Teacher	Reason Referred	Date Seen
9/15	Mother	Sarah Jones	6	Roberts	Parents divorcing, stress	9/16
9/16	Self	Joe Garcia	8	Millhouse	Fight on playground	9/16
9/16	PR	Jennifer Zahn	4	Smith	School anxiety	9/17

Parent Contact Log

School Year _____ Page _____

Date of Contact	Who Initiated	Parent Name	Student Name	Reason For Call/Email, Visit	Interventions/ Suggestions
9/16	Parent	Marian Stokes	Brian Stokes	Conflict w/tchr	Communication skills
9/22	Me	Marian Stokes	Brian Stokes	Follow-up	Enc. meeting w/tchr

Create an Inviting Environment



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- Communicate how to see you to parents & students
- Bulletin Boards
- Posters (DIY if budget is tight or non-existent)
- Up to Date information is posted
- Office Space (seating/setup/décor)
- Student Work Station
- Décor appealing to students (consider gender)
- Relaxing environment (fountains, lighting, chairs)



Network

- Local Mental Health Facilities
- PROBE Fairs (college fairs)...College Recruiters (gaprobe.org)
- Food Banks
- Virtually
- School Counselor Conferences
- Probation Officer who may service your school
- Local Mentoring Organizations (BigBrother/Big Sister)
- Military Recruiters
- PTA/PTO Officers/Board
- Community-Recreation Groups
- School Counseling Professional Organizations:
GSCA, ASCA, GACTE, SACAC, NACAC



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Self-Care



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Balance

- Flexibility
- Organization
 - Hours
- Non-Counseling Related



Physical Self-Care

Nutrition
Sleep
Exercise
Water intake
Medication
Supplements
Breathing

Spiritual Self-Care

Prayer
Meditation
Spiritual community
Forgiveness
Finding purpose
and meaning

The Goal

To feel
vital and balanced,
free from depression
and anxiety

Lifestyle

Structure/routine
Relaxation
Setting goals
Fulfilling work
Time in nature
Pleasure

People Support

Family
Friends
Psychiatrist/therapist
Minster/rabbi
Support group
Day treatment
Community service

Mental/Emotional Self-Care

Positive self-talk
Positive beliefs
Feeling one's feelings
Mood journal
A library of positive memories
Psychotherapy
Family of origin healing
Working through grief
Working with a good therapist

If Only Someone Had Told Me...

- Don't Try to take on everything all at once
- Can't make everybody happy
- Your main stakeholders are the students
- Know your specific duties
- Consult with others
- Serve others
- Learn your staff members
- Ask not what your school can do for you, but what you can do for your school.
- Meet with your counseling department regularly
- Follow Up with those who refer to you
- Notebook in hands at all times to take notes
- Don't take it personal
- Google initiatives/programs you may want to start to get ideas
- Document to infinity and beyond
- Find a mentor
- Become Tech Savvy
- Create a calendar of year long program activities, as well as a weekly calendar
- Maintain a log of professional development contact hours
- Venting is okay, complaining is not.

DO THINGS TO MAKE YOURSELF INDISPENSABLE!!!



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What's Next

- Webinar Series
- Chat feature
- Mid Year and End of Year Reflection
- PLU Documentation
- Mentoring
- CTAERN

Upcoming Webinars



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August

24

2015

Audience: 8th Grade Counselors & High School Counselors

Webinar Title: Understanding Move On When Ready

Time: 2:00 PM

Registration Link: <https://attendee.gotowebinar.com/register/4259086200703920642>

Audience: All Levels

Webinar Title: Ethics in School Counseling

Time: 2:00 PM

Registration Link: <https://attendee.gotowebinar.com/register/2767512915455112962>

NOTE: Counselors are urged to email questions or hypothetical situations to mgrovner@doe.k12.ga.us for questions they would like answered by DOE's Legal Services.

Audience: High School NEW Counselors

Webinar Title: Understanding Career Pathways

Time: 11:00 AM

Registration Link: <https://attendee.gotowebinar.com/register/7100711330276082434>

Audience: Elementary and Middle School NEW Counselors

Webinar Title: Understanding Your Role in the CCRPI Data Collection Process

Time: 2:00 PM

Registration Link: <https://attendee.gotowebinar.com/register/3650302005314953474>

September

09

2015

September

17

2015

Counseling & Career Development Contacts



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