

CALHOUN COUNTY CAREER ACADEMY
SCHOOL COUNSELING
Monthly / YEARLY
CALENDAR

Donna Pritchett (Poland-Nash)
ONGOING ACTIVITIES

1. REGISTER AND COUNSEL NEW STUDENTS
2. REVIEW RECORDS OF STUDENTS TO IDENTIFY PROBLEMS
3. ATTEND COUNSELOR WORKSHOPS AND INSERVICE MEETINGS
4. CONSULT WITH PRINCIPAL ON GUIDANCE ACTIVITIES.
5. INFORM TEACHERS OF ANY SPECIAL STUDENT NEEDS OR DISABILITIES
6. PARTICIPATE IN PROFESSIONAL DEVELOPMENT ACTIVITIES
7. MAKE APPROPRIATE REFERRALS TO OTHER INDIVIDUALS OR AGENCIES
8. CONSULT WITH STUDENTS, PARENTS, AND TEACHERS CONCERNING STUDENT PROGRESS
9. DISTRIBUTE COLLEGE, SCHOLARSHIP, AND CAREER TECHNICAL INFORMATION
10. ASSIST STUDENTS WITH REFERENCE MATERIALS
11. COORDINATE WITH VOCATIONAL REHABILITATION COUNSELOR
12. PLAN AND ORGANIZE PRESENTATION FOR ASSOCIATE SCHOOL
13. ADVISOR/STUDENT MENTOR PROGRAM /PROJECTWISDOM.COM
14. CONDUCT INDIVIDUAL GUIDANCE SESSIONS
15. CONDUCT SMALL GROUP GUIDANCE SESSIONS
16. CONDUCT LARGE GROUP GUIDANCE SESSIONS
17. INFORM STUDENTS AND STAFF OF GUIDANCE SERVICES
18. ASSIST STUDENTS WITH RECOMMENDATION FORMS AND LETTERS
19. ASSIST STUDENTS WITH SCHOLARSHIP APPLICATIONS
20. COORDINATE STUDENT SCHEDULES WITH ASSOCIATE SCHOOL COUNSELORS
21. CONSULT ASSOCIATE SCHOOL COUNSELORS ON STUDENT PROBLEMS AND CONCERNS
22. COORDINATE FIELD TRIPS WITH TEACHERS
23. PARTICIPATE IN THE COLLEGE / CAREER FAIR
24. SERVE ON CHAMBER OF COMMERCE COMMITTEE - PLANNING FOR CAREER FAIR
25. WORK ON COUNSELING PROGRAM ISSUES
26. ASSIST ASSOCIATE SCHOOL PRINCIPALS, COUNSELORS, STUDENTS AND FACILITATOR WITH ACCESS DISTANCE-LEARNING PROGRAM
27. ASSIST WITH CORRESPONDENCE COURSE PROCEDURES
28. SERVE ON FOLLOWING COMMITTEES: RTI COMMITTEE FOR AT-RISK/ACADEMIC INTERVENTION
29. SERVE AS 504 CONTACT

30. ATTEND WORKFORCE DEVELOPMENT MEETINGS AS CAREER TECH CONTACT
31. ATTEND AND SERVE AS CAREER TECH EDUCATION COMMITTEE MEMBER TO CHAMBER OF COMMERCE MEETINGS
32. ASSIST WITH BUSINESS & INDUSTRY CERTIFICATION FOR EACH PROGRAM AREA
33. PROVIDE COUNSELOR DOCUMENTATION FOR CERTIFICATIONS FOR EACH PROGRAM AREA (NCCR)
34. AMBASSADOR LEADERSHIP PROGRAM ADVISOR
35. SERVE AS SUB- COMMITTEE MEMBER ON THE FOLLOWING: PROFESSIONAL DEVELOPMENT/TECHNICAL CENTERS THAT WORK, PARENT INVOLVEMENT, COMMUNICATIONS, TRANSITION AND TECHNOLOGY TEAMS
36. CONDUCT AND CHAIR THE COUNSELOR ADVISORY COMMITTEE
37. SERVE ON VARIOUS CAREER TECH ADVISORY COMMITTEES ON CTC CAMPUS
38. SERVE AS COUNSELOR REPRESENTATIVE ON THE CALHOUN COUNTY ADVISORY COMMITTEE
39. WORK ON CONTINUING GUIDANCE CURRICULUM
40. FACILITATE THE KUDER GUIDANCE SYSTEMS AND COUNSEL WITH STUDENTS
41. WORK WITH PROGRAM DIRECTOR AND TEACHER TO PROMOTE AND RECRUIT
42. PORTFOLIO ORGANIZATION
43. PLAN, ORGANIZE, AND HOST THE CAREER EVENT
44. MENTOR CHAIRMAN FOR ADVISOR / STUDENT MENTORING PROGRAM
45. FACILITATOR FOR THE "MOBILE GUIDANCE CAREER LABORATORY"
46. SERVE AS AMBASSADOR ADVISOR
47. COORDINATE SENIOR CELEBRATION – Celebration ceremony hosted at Jacksonville Community Center with invitations to family/friends, seniors wear graduation gowns. Recognition of career technical accomplishments with delivery of senior portfolio.
48. QUINTARD MALL DISPLAY BOARDS (PAST EVENT) Created with Students and coordinated with faculty members a Mall Display for Ambassadors and each program area of the Calhoun County Career Technical Center. Setup displays at the Quintard Mall during National Career Technical Education Month in February
49. CAREER ON WHEELS (PAST EVENT)- Collaborative event with all seven school counselors, 6th grade teachers and students, career tech teachers and students, business & industry, community service, post-secondary, transition coaches, volunteer organizations, bus drivers, special speakers, TV 24, Anniston Star to educate the students on career exploration and future local industry opportunities. Meets the criteria of HSTW

AUGUST

1. ***CONTINUE ONGOING ACTIVITIES**
2. PREPARE FORMS TO BE USED IN GUIDANCE PROGRAM
3. COORDINATE STUDENT SCHEDULES WITH FEEDER SCHOOL COUNSELORS
4. MEDIATE BETWEEN HOME SCHOOL COUNSELORS AND TEACHERS CONCERNING CLASS ROSTERS
5. COORDINATE WITH RESOURCE TEACHER ON STUDENTS WITH SPECIAL NEEDS
6. FINALIZE CLASS SCHEDULES AND ROSTERS
7. UPDATE STUDENT INFORMATION
8. ORIENT NEW STUDENTS TO TECHNICAL CENTER
9. FILE ARCHIVED RECORDS OF GRADUATED SENIORS AND WITHDRAWN STUDENTS
10. ATTEND COUNSELOR MEETING
11. PLAN FOR PARENT ORIENTATION
12. ATTEND CONSORTIUM MEETING
13. PRESENT POWERPOINT PRESENTATION TO FACULTY ON ADVISOR/STUDENT MENTORING PROGRAM
14. FOCUS GROUP COMMITTEE MEMBER
15. 504 CONTACT PERSON
16. AMBASSADOR PROGRAM NOMINATIONS / ELECTIONS
17. COORDINATE COOPERATIVE EDUCATION ROSTER WITH FEEDER SCHOOLS/COOP COORDINATOR

SEPTEMBER

1. ***CONTINUE ONGOING ACTIVITIES**
2. CREATE PORTFOLIO/CUMULATIVE FOLDER FOR NEW STUDENTS
3. UPDATE CLASS FILES
4. ADVISOR/STUDENT MENTOR PROGRAM MEETING
5. ADJUST STUDENT SCHEDULES IF NECESSARY
6. REMIND STUDENTS OF GRADUATION REQUIREMENTS
7. VISIT CLASSES/GRADE LEVEL MEETINGS TO DISCUSS GUIDANCE SERVICES AND PORTFOLIOS
8. CONDUCT GROUP GUIDANCE ON FINANCIAL AID, SCHOLARSHIPS, COLLEGE ENTRANCE EXAMS, AND EMPLOYMENT OPPORTUNITIES
9. PARTICIPATE IN PLANNING OF COLLEGE / CAREER DAY
10. COORDINATE AND HELP TEACHERS WITH PROGRESS REPORTS FOR STUDENTS
11. COORDINATE GRADUATION EXAM REMEDIATION FOR SENIORS
12. COORDINATE TUTORING PROGRAM FOR STUDENT
13. PLAN AND CONDUCT COUNSELOR ADVISORY COMMITTEE MEETING OR NOTIFICATION OF SERVICES
14. CONTACT ASSOCIATE SCHOOLS FOR RECRUITING DATES
15. CONTACT GADSDEN STATE AND JSU FOR SENIOR TOUR OF EACH CAMPUS
16. ATTEND AND ASSIST WITH COLLEGE / CAREER DAY ACTIVITIES
17. PLAN CAMPUS OUTREACH PROGRAMS

18. GRANT REQUIREMENTS AND PROFESSIONAL DEVELOPMENT, ENROLLED IN ELEARNING COURSES
19. ATTEND THE JOINT LEADERSHIP CONFERENCE WITH AMBASSADORS ATTEND THE NATIONAL ACTE CONFERENCE
20. ATTEND THE REGIONAL ACTE CONFERENCE
13. COLLABORATE WITH FEEDER SCHOOL COUNSELORS ON DATES FOR EIGHTH GRADE TOURS
14. SENIOR STUDENTS WORKING WITH KUDER INTEREST INVENTORY IN MOBILE GUIDANCE LAB
15. ATTEND THE WOW PLANNING COMMITTEE MEETING

OCTOBER

1. ***CONTINUE ONGOING ACTIVITIES**
2. COLLECT 1ST NINE WEEKS GRADES AND COMMUNICATE WITH ASSOCIATE SCHOOLS
3. CONDUCT SMALL GROUP SCHOLARSHIP SESSIONS WITH SENIORS
4. FILE AND ORGANIZE CATALOGS, APPLICATIONS, AND OTHER MATERIALS OF COLLEGES, MILITARY, ETC.
5. COLLECT INFORMATION FROM ASSOCIATE SCHOOLS FOR STATE CAREER TECHNICAL EDUCATION INITIAL ENROLLMENT REPORT
6. CREATE CUMULATIVE FOLDERS FOR NEW STUDENTS
7. UPDATE CLASS / COMPUTER FILES
8. ADVISOR/STUDENT MENTOR PROGRAM MEETING/PROJECTWISDOM.COM
9. PLAN FOR RED RIBBON WEEK
10. COORDINATE RECRUITING PLANS WITH ASSOCIATE SCHOOL COUNSELORS FOR PRESENTATIONS
11. ATTEND THE CHAPTER V MEETING
12. GRADE LEVEL CLASS MEETINGS - UPDATE PORTFOLIOS
13. MEET WITH GADSDEN STATE CAREER COACH
14. GRANT REQUIREMENTS AND PROFESSIONAL DEVELOPMENT, ENROLLED IN ELEARNING COURSES
15. ADVISOR/STUDENT MENTOR MEETING, FRIDAY AFTER REPORT CARDS
16. BEGIN 9TH GRADE TOURS 9th grade students from all seven high schools take daily tour the career tech campus. These students are getting ready to develop their 4/6 year plans. During opening session a presentation is given to explain the career tech opportunities during the 10 -12th grades and beyond (8 career tech program areas, career tech endorsement, articulation, driving pass, ACCESS Lab), students tour all 8 programs, assemble back into Meeting room for Q/A. Positive reinforcement used in presentations.
17. TRAIN AMBASSADORS FOR 9TH GRADE TOURS, OPEN HOUSE, ETC.
18. PLAN FOR SENIOR FIELD TRIP TO GADSDEN STATE/CHEAHA CAREER CENTER IN JANUARY
19. Parent Night
20. PLAN SENIOR TRIP TO GADSDEN STATE/ CHEAHA CAREER CENTER
21. PLAN WITH FACULTY - HSTW ASSESSMENT
22. ATTEND THE WOW PLANNING COMMITTEE MEETING

NOVEMBER

1. ***CONTINUE ONGOING ACTIVITIES**
2. CONTINUE 8TH GRADE TOURS
3. PREPARE LIST OF STUDENTS THAT FAILED FIRST NINE WEEKS
4. HOLD INDIVIDUAL CONFERENCE WITH STUDENTS WHO FAILED
5. SCHEDULE CONFERENCE WITH TEACHER AND / OR PARENT OF STUDENTS HAVING DIFFICULTY
6. UPDATE COMPREHENSIVE GUIDANCE PLAN FOR MONITORING
7. FACILITATE WITH NCCR CERTIFICATION (COLLISION/AUTOMOTIVE TECHNOLOGY)
8. ATTEND ALABAMA FALL COUNSELING WORKSHOP
9. INVITE ASSOCIATE SCHOOL COUNSELORS TO VISIT THEIR STUDENTS AT CCCTC
10. PLAN FOR VISITATION OF ASSOCIATE SCHOOL PRINCIPALS & COUNSELORS
11. BEGIN PLANNING FOR CHAMBER OF COMMERCE, CONTACT BUSINESSES
12. BEGIN PLANS FOR RECRUITING IN ASSOCIATE SCHOOLS
13. ATTEND H.S. CAREER DAY FAIRS
14. ATTEND THE NATIONAL ACTE CONFERENCE
15. CLASS MEETINGS - UPDATE PORTFOLIOS
16. MEET WITH GADSDEN STATE CAREER COACH
17. GRANT REQUIREMENTS AND PROFESSIONAL DEVELOPMENT, ENROLLED IN ELEARNING COURSES
18. HSTW ASSESSMENT BLOW OUT PEP RALLY
19. ADVISOR/STUDENT MENTOR PROGRAM/PROJECTWISDOM.COM
20. ATTEND THE WOW PLANNING COMMITTEE MEETING

DECEMBER

1. ***CONTINUE ONGOING ACTIVITIES**
2. COUNSELOR ADVISORY MEETING
3. COORDINATE PROGRESS REPORTS
4. COLLECT SEMESTER GRADES AND REPORT TO ASSOCIATE SCHOOLS
5. COORDINATE FOLLOW-UP RECRUITMENT AND VISITATION TO ASSOCIATE SCHOOLS
5. PRESENTATIONS/RECRUITMENT IN ASSOCIATE SCHOOLS
6. CONTACT BUSINESSES FOR CAREER DAY
7. GRADE LEVEL CLASS MEETINGS - UPDATE PORTFOLIOS
8. MEET WITH GADSDEN STATE COUNSELORS
9. ATTEND THE WOW PLANNING COMMITTEE MEETING

JANUARY

1. ***CONTINUE ONGOING ACTIVITIES**
2. SENIOR TRIP TO GADSDEN STATE/CHEAHA CAREER CENTER
3. COORDINATE VISITS FROM LOCAL TECHNICAL COLLEGES
4. DISTRIBUTE FAFSA APPLICATIONS TO SENIORS
5. ASSIST TEACHERS WITH CAREER RELATED MATERIALS AND RESOURCE SPEAKERS
6. CLOSE OUT FIRST SEMESTER GRADES AND ANY INCOMPLETE GRADES
7. MAKE ANY NECESSARY SCHEDULE CHANGES
8. PROVIDE SENIORS WITH COLLEGE APPLICATIONS AND ASSIST IN FILING REGISTRATION
9. RECRUIT & MAKE BUSINESS CONTACTS
10. BEGIN PRESENTATIONS/RECRUITMENT IN ASSOCIATE SCHOOLS
11. PREPARE LIST OF STUDENTS THAT FAILED SECOND NINE WEEKS
12. HOLD INDIVIDUAL CONFERENCE WITH STUDENTS WHO FAILED
16. MAKE AVAILABLE FOR SCHEDULE CONFERENCE WITH TEACHER AND / OR PARENT OF STUDENTS HAVING DIFFICULTY
17. SENIOR TRIP TO POST-SECONDARY CAMPUSES
18. GRADE LEVEL CLASS MEETINGS - UPDATE PORTFOLIOS
19. HSTW TESTING FOR SENIORS
20. MEET WITH GADSDEN STATE CAREER COACHES
21. ATTEND THE CAREER DEVELOPMENT WORKSHOP IN GARDENDALE
22. ADVISOR/STUDENT MENTOR PROGRAM END OF SEMESTER MEETING
23. ATTEND THE WOW PLANNING COMMITTEE MEETING

FEBRUARY

1. ***CONTINUE ONGOING ACTIVITIES**
2. ASSIST WITH REMEDIATION WITH SENIORS FOR SPRING GRADUATION EXAM
3. PREPARE FORMS FOR SPRING REGISTRATION
4. PLAN SENIOR/PARENT FINANCIAL AID NIGHT Collaboration with home schools, student/parent, JSU / Gadsden State financial aid officers and Transition Coach, COOP teacher regarding FAFSA form/applications, scholarships, admissions, preparing senior students for post-secondary opportunities. Hosted in the New Guidance Mobile Career Laboratory
5. OPEN HOUSE AND PARENT VISITATION DAY
6. CONTACT RECRUITERS
7. COORDINATE AND HELP TEACHERS WITH PROGRESS REPORTS
8. MEET WITH SENIORS ON SCHOLARSHIP APPLICATIONS
9. ATTEND THE TECH PREP CONFERENCE
10. CALL JACKSONVILLE COMMUNITY CENTER TO RESERVE GYM FOR SENIOR CELEBRATION IN MAY
11. CLASS MEETINGS - UPDATE PORTFOLIOS
12. COORDINATE CAREER TECHNICAL WEEK ACTIVITIES
13. CONTACT POST-SECONDARY, MILITARY, AND BUSINESS AND INDUSTRY - OPEN HOUSE

14. MEET WITH GADSDEN STATE TRANSITION SPECIALIST
15. DETERMINE CAREER TECHNICAL ENDORSEMENT SENIORS
16. ORDER GREEN/GOLD GRADUATION CORDS
17. CAREER Inventories WITH MED.PREP STUDENTS IN MOBILE GUIDANCE CAREER LAB
18. ATTEND THE WOW PLANNING COMMITTEE MEETING

MARCH

1. * CONTINUE ONGOING ACTIVITIES
2. MEET WITH GADSDEN STATE CAREER COACH
3. COLLECT 3RD NINE WEEKS GRADES AND REPORT TO ASSOCIATE SCHOOLS
4. HELP FINALIZE THE PROGRAM IMPROVEMENT PLAN, INITIAL ENROLLMENT REPORTS- SEND TO STATE DEPARTMENT
5. INVITE COLLEGES AWARDDING SCHOLARSHIPS TO AWARDS DAY
6. BEGIN SPRING REGISTRATION FOR NEXT YEAR'S CLASSES
7. SKILLSUSA COMPETITIONS
8. CLASS MEETINGS - UPDATE PORTFOLIOS
9. MEET WITH SENIORS TO CONTINUE PLANNING FOR SENIOR CELEBRATION
10. BEGIN COORDINATION OF SENIOR CELEBRATION
11. ATTEND AND SUPERVISE THE WOW "WORLDS OF WORK" CAREER EXPO

APRIL

1. *CONTINUE ONGOING ACTIVITIES
2. BEGIN WORK ON MASTER SCHEDULE FOR NEXT YEAR
3. FINALIZE PLANS FOR AWARDS DAY/SENIOR CELEBRATION
4. COMMUNICATE WITH ASSOCIATE SCHOOL COUNSELORS IN COURSE REQUESTS FOR NEXT YEAR
5. CONTINUE RECRUITING
6. PLAN FOR SECOND COUNSELOR ADVISORY COMMITTEE MEETING OR DETAILED DOCUMENT
7. PREPARE LIST OF STUDENTS THAT FAILED SECOND NINE WEEK
8. HOLD INDIVIDUAL CONFERENCE WITH STUDENTS WHO FAILED
9. MAKE AVAILABLE FOR SCHEDULE CONFERENCE WITH TEACHER AND / OR PARENT OF STUDENTS HAVING DIFFICULTY
10. MEET WITH GADSDEN STATE TRANSITION SPECIALIST
11. CHAPERONE FIELD TRIP - GADSDEN STATE HEALTH & SCIENCE CAREER PROGRAM
12. COLLABORATION WITH SPECIAL ED. REPRESENTATIVES / ASSOCIATE SCHOOL'S CONCERNING IEPS.
23. AMBASSADOR ACTIVITIES, GIFTS, ETC.
24. HOST CAREER DAY
25. PLAN SENIOR CELEBRATION

MAY

1. ***CONTINUE ONGOING ACTIVITIES**
2. DISTRIBUTE SUMMER SCHOOL INFORMATION
3. COORDINATE AWARD'S DAY/ SENIOR CELEBRATION EVENT
4. COLLECT SEMESTER GRADES AND COMMUNICATE WITH ASSOCIATE SCHOOLS
5. DETERMINE TOP CAREER TECHNICAL STUDENT FOR EACH SCHOOL
6. PREPARE SUMMARY OF SPRING REGISTRATION FOR PRINCIPAL
7. COLLABORATE WITH ASSOCIATE SCHOOL COUNSELOR ON THE FOLLOWING YEARS ROSTER
8. PROFESSIONAL DEVELOPMENT PLAN
9. COLLECT SCHOLARSHIP DATA FOR SUPERINTENDENT
10. COLLECT DATA FOR SCHOOL IMPROVEMENT PLAN/TCTW
11. DETERMINE STUDENTS WHO WILL RECEIVE THE CAREER TECHNICAL ENDORSEMENTS AND CORD PRESENTATION
12. CHAPERONE FIELD TRIPS
13. PRESENTED IN ASSOCIATE SCHOOLS THE HIGHEST GPA AT AWARDS DAY CEREMONY
14. ATTEND THE GADSDEN STATE ARTICULATION MEETING
15. CLASS MEETING - UPDATE PORTFOLIOS, HAND OUT SENIORS AT SENIOR CELEBRATION
16. COORDINATE SENIOR CELEBRATION

JUNE

1. ***CONTINUE SCHEDULING FOR NEXT YEAR**
2. PRINT COPY OF WITHDRAWN STUDENTS TO BE ON FILE
3. PRINT AND FILE INDIVIDUAL REPORT CARDS FOR ALL STUDENTS
4. PRINT MASTER COPY OF GRADES TO BE ON FILED
5. ATTEND VARIOUS PROFESSIONAL DEVELOPMENT MEETINGS
6. ATTEND COUNSELOR MEETING/WORKSHOP
7. UPLOAD AND SAVE YEARLY SCHOOL DOCUMENTS