

Developing and Managing a High School Guidance and Counseling Program

**High School
Guidance Counselors**

Agenda

- ❑ Introductions / Ice-breaker
 - ❑ The Role of the NEW High School Guidance Counselor
 - WHO?
 - WHERE?
 - WHAT?
 - HOW?
 - WHY?
 - ❑ Resources
 - ❑ The Training Packet
 - ❑ Questions and Answers – A Group Discussion
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The Role of the High School Guidance Counselor

WHO? – Getting to know your school staff and support team

WHERE? – Creating a workspace / office

WHAT? – Core responsibilities of the NEW High School Guidance Counselor

HOW? – How do I know? New York City Department of Education and New York State Education Department Regulations and Requirements

WHY? – The Guidance Counselor is vital to the school community

WHO?

Getting to Know Your School Staff and Support Team

- ✓ Meet with the Assistant Principal - Pupil Personnel Services (APPPS)
 - ✓ Meet with the Principal
 - ✓ Meet with Guidance Counselors, Grade Advisors, and College Advisors
 - ✓ Identify a "Buddy" or Mentor Guidance Counselor
 - ✓ Meet with Assistant Principals of each subject area and receive course codes, sequences, and substitute sequences – past and present
 - ✓ Contact the High School Guidance Counselor at your Borough-based Office of Youth Development (OYD) for information about available mandated and customized services
 - ✓ Use available technology (Outlook, Guidance Direct, Internet) to network with other Guidance Counselors and service providers
 - ✓ Meet with your school-based UFT delegate
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WHERE?

Creating a Workspace / Office

- ✓ Self-Advocate - Make sure that you have an updated computer with necessary access (Outlook, ATS, HSST, etc.), telephone, file cabinets, a locker, and chairs
 - ✓ Post your name, work schedule, and lunch period on door
 - ✓ Display a sign-in sheet on your desk
 - Should include name, date, and time
 - May include official class, grade, purpose of visit
 - ✓ Locate the Cumulative file for each student
 - ✓ Create a school-year working file for each student
 - ✓ Create a 3-ring binder with an updated transcript for each student (separated by official class)
 - ✓ Create a 3-ring binder with a Diploma Requirements Worksheet (from the Diploma Requirements Binder) for each student
 - ✓ Create a 3-ring binder for student/parent/teacher visits and notes (may be the reverse side of the Diploma Requirements Worksheet)
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WHAT?

Core Responsibilities of the High School Guidance Counselor

- ✓ Reading, evaluating and interpreting high school transcripts (NYC, NYS, U.S., foreign)
 - ✓ Programming students correctly and thoroughly
 - Allow students to maximize credit accumulation for cohort graduation
 - Find grade/cohort appropriate courses, Regents exams, mandated lunch, and filling “holes”
 - Verify earned credit for summer, evening (extended day), and PM school
 - Check for senior graduation eligibility
 - Plan for Over-the-Counter (OTC) registrants, transfers, and students returning from suspension
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What — (continued)

- ✓ Classroom, teaching staff, and Parent Association graduation requirement presentations (including transcripts, cohort requirements, and/or mock-ups)
 - ✓ Group counseling (identifying needs, meeting places, schedules, etc.)
 - ✓ Mandated counseling
 - ✓ Addressing the needs of over-age and under-credited students
 - ✓ High School Application Processing System (HSAPS) for 9th grade students
 - ✓ Monitoring absences, lateness, and cutting
 - ✓ Referrals – in and out
 - ✓ Orientation – Welcoming new students
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How?

New York City Department of Education / New York State Education Department Regulations and Requirements

- ✓ Best Practices for High School Guidance Counselors – a checklist
 - ✓ New York City Department of Education Graduation Requirements Binder
 - Graduation requirements by cohort
 - Students with disabilities
 - English language learners
 - Career and technical education students
 - Diploma requirements worksheet
 - ✓ New York City Department of Education - Chancellor's Regulations
 - A-501 / Promotion Standards
 - ✓ New York State Education Department
 - 100.5 / Diploma Requirements
 - ✓ Citywide Standards of Discipline and Intervention Measures
 - ✓ Options for over-age and under-credited students
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WHY?

The Guidance Counselor is vital to the school community

- ✓ Help build a school identity and purpose based on the Mission Statement
- ✓ Guide high school students to the successful completion of all graduation requirements in a four year period
- ✓ Prepare students for college and/or career choices
- ✓ Ensure emotional and social well-being of students
- ✓ Provide safety and crisis intervention and prevention
- ✓ Assist in extracurricular and social functions
- ✓ Help to empower parents and the community at-large



Resources

❑ **York City New Department of Education**

www.nyc.gov/schools

Chancellors Regulations

All City School Information

DOE Guidance Portal

<http://schools.nyc.gov/Teachers/guidance/default.htm>

❑ **New York State Education Department**

www.nysed.gov

❑ **American School Counselors Association**

www.asca.org

❑ **New York State School Counselor Association**

www.NYSSCA.org

Questions and Answers – Group Discussion

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