SUSD School Counselors are a **strong** team of amazing professionals because we

know how to work well **together**. With each of us contributing our talents,

creativity, and initiative towards the betterment of our team, we can keep

helping each other grow and be even more successful than before.

**Please take a look at the amazing leadership opportunities that Elementary School**

**Counselors will have the opportunity to contribute towards this school year!**

1. School Counselor / Principal Agreement Information Manager

(This person provides access to the most current agreement form, information and examples to help complete and submit the form,

and reminder emails about the due date.)

2. Yearly School Counselor Evaluation Information Manager

(This person provides access to the most current evaluation form, information and examples to help counselors understand how to

accomplish the requirements on the evaluation, and reminder emails about the due date.)

3. Exhibit G / 301 Payment Requirement Information Manager

(This person provides access to the most current requirement forms, information and examples to help counselors understand how

to accomplish and submit these requirements, and reminder emails about the due date.)

4. GRIP Information Manager

(This person provides access to the most current GRIP form, information and examples to help complete and submit the form, and

reminder emails about the due date.)

5. Yearly School Counselor Perceptions Data Information Manager

(This person provides access to the most current perception forms, information and examples to help complete and submit the

forms, and reminder emails about the due date.)

6. Technology Assistance Manager

(This person assists others who are having technological issues with entering, submitting, formatting, uploading, scanning, or

attaching any of the required forms and/or reports.)

7. STATS Information Manager

(This person provides access to the most current STATS data collection forms, and information and examples to help correctly

enter and submit their data both on their individual forms and on the LIVE Google Doc.)

8. STATS Quarter 1 Facilitator

(This person provides reminder emails about the due date for Quarter 1 data, reviews all Quarter 1 data to ensure it has been

submitted correctly, and provides individual help for submitting raw data onto the LIVE Google Doc.)

9. STATS Quarter 2 Facilitator

(This person provides reminder emails about the due date for Quarter 2 data, reviews all Quarter 1 data to ensure it has been

submitted correctly, and provides individual help for submitting raw data onto the LIVE Google Doc.)

10. STATS Quarter 3 Facilitator

(This person provides reminder emails about the due date for Quarter 3 data, reviews all Quarter 1 data to ensure it has been

submitted correctly, and provides individual help for submitting raw data onto the LIVE Google Doc.)

11. STATS Quarter 4 Facilitator

(This person provides reminder emails about the due date for Quarter 4 data, reviews all Quarter 1 data to ensure it has been

submitted correctly, and provides individual help for submitting raw data onto the LIVE Google Doc.)

12. STATS Yearly Raw Data Summary Table Editor

(This person reviews and appropriately adjusts/ prepares quarterly and yearly raw STATS data from the LIVE Google Doc so that

it may be ready for submission and presentation at the end of the school year.)

13. STATS Yearly Data Summary Report Writer

(This person obtains data from the Yearly Raw Data Summary Table and uses it to create a summary report that contain graphical

representations of the “Services” data, as well as lists containing all “Other Activities” so that it may be ready for submission and

presentation at the end of the school year.)

14. Guidance Lesson Project Manager

(This person provides access to the most currently approved Lesson Plan forms, as well as information and examples to help

correctly complete and submit lesson plans and all relevant on-line resources/materials. This person is also responsible for

uploading all submitted Guidance Lessons onto the LEARN site.)

15. Guidance Lesson Project Submission #1 Facilitator

(This person provides reminder emails about the Guidance Lesson Submission #1 due date, reviews all Guidance Lessons

submitted during Submission #1 to ensure that lessons, along with all relevant on-line resources/material, have been correctly

submitted, and provides individual help for Guidance Lesson completion and submission.)

16. Guidance Lesson Project Submission #2 Facilitator

(This person provides reminder emails about the Guidance Lesson Submission #2 due date, reviews all Guidance Lessons

submitted during Submission #2 to ensure that lessons, along with all relevant on-line resources/material, have been correctly

submitted, and provides individual help for Guidance Lesson completion and submission.)

17. Guidance Lesson Project Submission #3 Facilitator

(This person provides reminder emails about the Guidance Lesson Submission #3 due date, reviews all Guidance Lessons

submitted during Submission #3 to ensure that lessons, along with all relevant on-line resources/material, have been correctly

submitted, and provides individual help for Guidance Lesson completion and submission.)

18. Guidance Lesson Project Submission #4 Facilitator

(This person provides reminder emails about the Guidance Lesson Submission #4 due date, reviews all Guidance Lessons

submitted during Submission #4 to ensure that lessons, along with all relevant on-line resources/material, have been correctly

submitted, and provides individual help for Guidance Lesson completion and submission.)

19. SUSD New School Counselor Mentor

(This person consistently engages in and completes the responsibilities and requirements outlined by the SUSD Mentorship

Program in order to provide mentorship to a specifically assigned school counselor who is new.)

20. SUSD K-12 Task Force Committee Members

(These individuals attend all SUSD K-12 Task Force Committee Meeting and report on information gained there at the following

Elementary School Counselor’s Meetings.)

21. SUSD Crisis Response Team Members

(These individuals automatically include all K-12 SUSD School Counselors. In this extremely important role, School Counselors

are part of a team which responds on a rotating basis to crisis situations in and around the Tucson Area as needed.

22. SUSD Elementary Counselor Crisis Response Team Lead

(This person is the contact person for when a crisis situation occurs that requires a response from the SUSD Crisis Response

Team. They are contacted by someone from Central Administration (NJ Utter, Gina Gomez, Dr. Favela), given necessary details

about the crisis, and asked to contact SUSD Crisis Response Team Members, on a rotating basis, to respond to the crisis situation.

23. SUSD Elementary Counselor Social Committee Coordinator

(This person keeps updated about major positively or negatively affecting individual school counselors and works with the school

counseling team to collect funds and or purchase a card/plant/gift for those counselors who are deserving and /or in need

throughout the school year.)

24. Southern Arizona School Counselor Symposium Committee Member

(This person attends/participates all Southern Arizona School Counselor Symposium Committee meetings and provides

information and updates about the symposium, AzSCA, and the National School Counselor Week at the following Elementary

School Counselor’s Meetings.)

25. Elementary School Counselor Collaboration Meeting Facilitators

(During their designated month, these people secure a meeting location which can accommodate 16 – 18 people and can provide

for the technological needs of presenters and attendees as needed. These people also create and provide a meeting agenda,

facilitate the progression of the meeting so that the agenda can be completely discussed within the allotted meeting time, and

make a sign –in sheet available and provides copies to attendees.)

26. SUSD K-12 / Elementary School Counselor Meeting Information Recorders

(During their designated month, these people are responsible for taking notes on all information discussed and presented during

the meeting and for providing an email containing the meeting agenda, notes, and all relevant handouts to all Elementary

Counselors (present & absent) within a week after the meeting.