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.

Let’s continue working well together by considering all the hard work that we do

and showing what great community **leaders** we are through committing to

**complete at least two of the responsibilities listed below during this school year**. ☺

**(PLEASE SIGN YOUR NAME ON TWO OR MORE OF THE BLANK LINES BELOW.)**

**I. COMMIT TO HELPING US BE ACCOUNTABLE!**

1. School Counselor / Principal Agreement Information Manager \_\_\_\_ *Marni Denike*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 \_\_*Darla Wojno / Barb Mathers*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 \_\_*Kerri Dominguez*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 \_\_*Kerri Dominguez*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 \_\_*Maria Felix-Holt*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 \_\_*Adam Gross*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 on-line for any counseling related project.)

 7. STATS Information Manager \_\_\_\_\_*Sara Logan*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 \_\_\_\_\_*Maria Kostin***\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 \_\_\_\_\_*Holly Baron*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 \_\_\_*Elaine Gallardo*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 \_\_\_*Rene Gonzalez*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 \_\_\_*Rene Gonzalez*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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 \_\_\_\_\_\_\_*Sara Logan*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 (Quarter 1) \_\_\_*Katherine Weyker*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 (Quarter 2) \_\_*Kelsi Redding*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 (Quarter 3) \_\_*Lisa Russell*\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 (Quarter 4) \_\_\_\_*Adam Gross*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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.)

**II. COMMIT TO HELPING US GET BETTER CONNECTED!**

 19. SUSD New School Counselor Mentor a. *Sara Logan for Kelsi Redding* b. *Maria Felix-Holt with Marni Denike*

 (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 (3) a. \_*Barb Mathers*\_\_\_\_\_\_\_\_ b. \_\_*Marni Denike*\_\_\_\_\_\_\_\_\_\_

 c. \_\_*Katherine Weyker*\_\_\_ d. \_\_*Maria Felix-Holt*\_\_\_\_\_\_ e. \_\_*Kathleen Conner (K.C.)*\_\_\_\_\_\_\_

 (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 \_*ALL SUSD SCHOOL COUNSELORS*\_\_\_

 (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 \_\_\_*Katherine Weyker*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 \_*Christy Sandman / Elaine Gallardo / Maria Felix-Holt*

 (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. SUSD Elementary School Counselor LEARN Site Manager \_\_\_\_*Sara Logan*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (This person works with everyone signed up for a leadership responsibility and seeks out additional resources to

 stay up to date with counseling related information and events in order to make all information and events

 available to SUSD Elementary School Counselors by publishing it on the LEARN site on a regular basis.)

 26. Elementary School Counselor Collaboration Meeting Facilitators for the 2016 – 2017 School Year

 (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.)

1. Elementary School Counselor Meeting Facilitator for August 26 \_\_*NJ Utter & Marni Denike (Esperanza*)\_
2. Elementary School Counselor Meeting Facilitator for September 7 \_\_*Kerri Dominguez (Gallego Primary*)\_\_
3. Elementary School Counselor Meeting Facilitator for October 5 \_\_*Maria Kostin (Rivera)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Elementary School Counselor Meeting Facilitator for November 2 \_\_*Kelsi Redding (Mission Manor)*\_\_\_\_\_\_
5. Elementary School Counselor Meeting Facilitator for December 7 \_\_*Elaine Gallardo (Elvira)*\_\_\_\_\_\_\_\_\_\_\_\_
6. Elementary School Counselor Meeting Facilitator for January 11 \_\_*Katherine Weyker (Summit View)*\_\_\_\_\_
7. Elementary School Counselor Meeting Facilitator for March 1 \_\_*Darla Wojno (Sierra 2-8)* \_\_\_\_\_\_\_\_\_\_\_
8. Elementary School Counselor Meeting Facilitator for May 10 \_\_*Holly Baron (Drexel)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 27. SUSD K-12 / Elementary School Counselor Meeting Information Recorders for the 2016 – 2017 School Year

 (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.

1. Elementary School Counselor Meeting Recorder for August 26 \_\_*Kerri Dominguez*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Elementary School Counselor Meeting Recorder for September 7 \_\_ *Katherine Weyker*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. SUSD K-12 School Counselor AVID Training Recorder for September 26 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Elementary School Counselor Meeting Recorder for October 5 \_\_ *Holly Baron*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Elementary School Counselor Meeting Recorder for November 2 \_\_*Kelsi Redding* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Elementary School Counselor Meeting Recorder for December 7 \_\_*Elaine Gallardo*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Elementary School Counselor Meeting Recorder for January 11 \_\_*Ramon Olivas*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Elementary School Counselor Meeting Recorder for March 1 \_\_*Barb Mathers*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Elementary / Middle School Counselor GRIP Showcase Recorder for April 5 \_\_*Mary Pond-Gonzalez (both sessions)\_*

1. SUSD K-12 School Counselor Meeting Recorder for May 10 \_\_*Lisa Russell*\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. COMMITMENTS MADE BY SCHOOL COUNSELORS FOR THE 2016-2017 SCHOOL YEAR**

SCHOOL:\_\_\_\_*Craycroft*\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Maria Felix-Holt*\_\_\_\_\_\_\_ CONTACT:\_*MariaF@susd12.org*\_\_\_

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. *Yearly School Counselor Perceptions Data Information Manager*

2. \_\_*SUSD New School Counselor Mentor*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_*SUSD Elementary Counselor Social Committee Co-coordinator*

3. \_\_*SUSD K-12 Task Force Committee Member*\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Drexel*\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Holly Baron*\_\_\_\_\_\_\_\_\_\_ CONTACT:\_*HollyBa@susd12.org*\_

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_*STATS Quarter 2 Facilitator*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*2. \_Elementary School Counselor Meeting Recorder for October 5 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

3. \_*Elementary School Counselor Meeting Facilitator for May 10* 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Elvira*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Sara Logan*\_\_\_\_\_\_\_\_\_\_\_ CONTACT:\_*SaraL@susd12.org*\_\_\_\_

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_ *STATS Information Manager*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_*Guidance Lessons Project Manager*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_ *SUSD Elementary School Counselor LEARN Site Manager*\_

3. \_\_*SUSD New School Counselor Mentor*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Esperanza*\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Marni Denike*\_\_\_\_\_\_\_\_\_\_ CONTACT:\_ *MarniD@susd12.org\_\_*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_*SUSD K-12 Task Force Committee Member*\_\_\_\_\_\_\_\_\_

2. \_*Elementary School Counselor Meeting Facilitator for August 26\_* 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*School Counselor / Principal Agreement Information Manager\_\_\_\_\_* 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SCHOOL:\_\_\_\_ *Gallego Primary*\_\_\_\_\_ NAME:\_\_\_*Katherine Weyker*\_\_\_\_\_\_\_ CONTACT: *katherinew@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_ *Elementary School Counselor Meeting Facilitator for January 11*\_

2. \_\_*SUSD K-12 Task Force Committee Member*\_\_\_\_\_\_\_\_\_ 5. \_*Guidance Lesson Project Submission #1 Facilitator (Quarter 1)*

3. \_*Elementary School Counselor Meeting Recorder for September 7*\_\_\_ 6. \_*SUSD Elementary Counselor Crisis Response Team Lead*\_\_\_

SCHOOL:\_\_\_\_*Gallego Intermediate*\_\_\_ NAME:\_\_\_ *Kathleen Conner (K.C.)*\_\_ CONTACT: *KathleenC@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_*SUSD K-12 Task Force Committee Member*\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Gallego Intermediate*\_\_\_ NAME:\_\_\_*Rene Gonzalez*\_\_\_\_\_\_\_\_\_\_ CONTACT:\_ *ReneGo@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_*STATS Quarter 4 Facilitator*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_*STATS Yearly Data Summary Report Writer*\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Lauffer*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Adam Gross*\_\_\_\_\_\_\_\_\_\_\_ CONTACT:\_*AdamG1@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_*Technology Assistance Manager*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. *Guidance Lesson Project Submission #1 Facilitator (Quarter 1)* 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Liberty*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_*Lisa Russell* / Veronica Duran CONTACT:\_ *LisaRu@susd12.org*

RESPONSIBILITIES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_*Guidance Lesson Project Submission #3 Facilitator*\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*SUSD K-12 School Counselor Meeting Recorder for May 10*\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Los Amigos*\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Mary Pond-Gonzalez*\_\_\_\_ CONTACT:\_ *MaryF2@susd12.org\_\_\_*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_*Elementary GRIP Showcase Recorder for April 5*\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_ *Middle School GRIP Showcase Recorder for April 5*\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Los Ninos*\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Christy Sandman*\_\_\_\_\_\_ CONTACT:\_\_\_ *ChristyS@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*SUSD Elementary Counselor Social Committee Coordinator* 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Mission Manor*\_\_\_\_\_\_\_ NAME:\_\_\_*Kelsi Redding*\_\_\_\_\_\_\_\_ CONTACT:\_\_ *KelsiR@susd12.org\_\_*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. *Guidance Lesson Project Submission #1 Facilitator (Quarter 2)*

2. \_*Elementary School Counselor Meeting Facilitator for November 2*\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*Elementary School Counselor Meeting Recorder for November 2*\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Ocotillo*\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Barb Mathers*\_\_\_\_\_\_\_\_ CONTACT:\_\_ *BarbM2@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. *Yearly School Counselor Evaluation Information Co-manager*

2. \_\_*SUSD K-12 Task Force Committee Member*\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*Elementary School Counselor Meeting Recorder for March 1* 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Rivera*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Maria Kostin*\_\_\_\_\_\_\_\_ CONTACT:\_\_ *MariaK@susd12.org\_*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_*Elementary School Counselor Meeting Facilitator for October 5*\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*STATS Quarter 1 Facilitator*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Santa Clara*\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Ramon Olivas*\_\_\_\_\_\_\_ CONTACT:\_ *RamonO@susd12.org*

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_*Elementary School Counselor Meeting Facilitator for January 18*\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Sierra 2 - 8*\_\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Darla Wojno*\_\_\_\_\_\_\_\_\_ CONTACT:\_ *DarlaB@susd12.org*\_

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_*Elementary School Counselor Meeting Facilitator for March 1\_\_* 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*Yearly School Counselor Evaluation Information Manager*\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_\_\_\_*Summit View*\_\_\_\_\_\_\_\_\_\_ NAME:\_\_\_*Kerri Dominguez*\_\_\_\_\_ CONTACT:\_ *KerriDo@susd12.org* RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_*Exhibit G / 301 Payment Requirement Information Manager*

2. \_*Elementary School Counselor Meeting Facilitator for September 7\_* 5. \_*GRIP Information Manager*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_*Elementary School Counselor Meeting Recorder for August 26*\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL:\_*ED Program (Elvira & Rivera)* NAME:\_\_\_*Elaine Gallardo*\_\_\_\_\_ CONTACT:\_ *elaineg@susd12.org* \_

RESPONSIBILITIES:

1. \_\_ *SUSD Crisis Response Team Member*\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_*STATS Quarter 3 Facilitator*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_*Elementary School Counselor Meeting Facilitator for December 7*\_\_ 5. *\_ SUSD Elementary Counselor Social Committee Co-coordinator*

3. \_ *Elementary School Counselor Meeting Recorder for December 7*\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. RESPONSIBILITIES THAT STILL NEED TO BE FILLED:**

 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.)

 17. Guidance Lesson Project Submission #3 Facilitator (Quarter 3) \_\_*Lisa Russell*\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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.)

 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.)

 27. SUSD K-12 / Elementary School Counselor Meeting Information Recorders for the 2016 – 2017 School Year

 (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.

 c. SUSD K-12 School Counselor AVID Training Recorder for September 26 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please sign up if you attended this training and took detailed notes which

 can be typed and submitted through email and distributed to counselors)

1. SUSD K-12 School Counselor Meeting Recorder for May 10 \_\_*Lisa Russell*\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V. SCHOOL COUNSELORS ELIGIBLE FOR FILLING ADDITIONAL RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **NAME** | **NUMBER OF RESPONSIBLITIES YOU CAN STILL SIGN UP FOR** |
| **Ramon Olivas** | 4 Responsibilities left – If possible, please choose at least one more responsibility. |
| **Kathleen Conner (K.C.)** | 4 Responsibilities left – If possible, please choose at least one more responsibility. |
| **Christy Sandman** | 4 Responsibilities left – If possible, please choose at least one more responsibility. |
| **Maria Kostin** | 3 Responsibilities left – Good job! |
| **Mary Pond-Gonzalez** | 3 Responsibilities left – Good job! |
| **Rene Gonzalez** | 3 Responsibilities left – Good job! |
| **Adam Gross** | 3 Responsibilities left – Good job! |
| **Lisa Russell**  | 3 Responsibilities left – Good job! |
| **Darla Wojno** | 3 Responsibilities left – Good job! |
| **Kelsi Redding** | 2 Responsibilities left – Great job! |
| **Barb Mathers** | 2 Responsibilities left – Great job! |
| **Holly Baron** | 2 Responsibilities left – Great job! |
| **Marni Denike** | 2 Responsibilities left – Great job! |
| **Sara Logan** | 1 Responsibility left – Fantastic job! |
| **Elaine Gallardo** | 1 Responsibility left – Fantastic job! |
| **Kerri Dominguez** | 1 Responsibility left – Fantastic job! |
| **Maria Felix-Holt** | 1 Responsibility left – Fantastic job! |
| **Katherine Weyker** | NONE – You are AWESOME because you signed up for the maximum allowed! |

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| **ACCOUNTABILITY COMMITMENTS SUMMARY SHEET** |
| Counselor/Principal Agreement Information Manager | Marni DeNike (Esperanza) |
| Yearly Evaluation Information Manager | Darla Wojno (Sierra 2-8) and Barb Mathers (Ocotillo) |
| Exhibit G/301 Payment Requirement Manager | Kerri Dominguez (Summit View) |
| GRIP Information Manager | Kerri Dominguez (Summit View) |
| Yearly Perceptions Data Information Manager | Maria Felix-Holt (Craycroft) |
| Technology Assistance Manager | Adam Gross (Lauffer) |
| Stats Information Manager | Sara Logan (Elvira) |
| Stats Q1 Facilitator | Maria Kostin (Rivera) |
| Stats Q2 Facilitator | Holly Baron (Drexel) |
| Stats Q3 Facilitator  | Elaine Gallardo (ED Program – Elvira & Rivera) |
| Stats Q4 Facilitator | Rene Gonzalez (Gallego Intermediate) |
| Stats Yearly Raw Data Summary Table Editor |  |
| Stats Yearly Data Summary Report Writer | Rene Gonzalez (Gallego Intermediate) |
| Guidance Lesson (GL) Project Manager | Sara Logan (Elvira) |
| GL Project Submission Q1 Facilitator | Katherine Weyker (Gallego Primary) |
| GL Project Submission Q2 Facilitator  | Kelsi Redding (Mission Manor) |
| GL Project Submission Q3 Facilitator | Lisa Russell |
| GL Project Submission Q4 Facilitator  | Adam Gross (Lauffer) |
| New Counselor Mentors  | Sara Logan (ELV) with Kelsi Redding (MM); Maria Felix-Holt (CC) with Marni Denike (ESP) |
| K-12 Task Force Members | Marni Denike (ESP), Barb Mathers (OC), Kerri Dominguez (SV), Katherine Weyker (GP), Maria Felix-Holt (CC), & K.C. (GI) |
| SUSD Crisis Response Lead for Elementary Counselors | Katherine Weyker (Gallego Primary) |
| SUSD Response Team Members | ALL COUNSELORS  |
| Social Committee Coordinator  | Elaine Gallardo (ED Program), Maria Felix-Holt (CC), & Christy Sandman (LN) |
| AzSCA Symposium Committee Member |  |
| LEARN Site Manager | Sara Logan (Elvira) |

**ELEMENTARY SCHOOL COUNSELOR MEETINGS**