

THE ROLE OF THE SCHOOL COUNSELOR AT GARCES MEMORIAL HIGH SCHOOL

COLLEGE AND CAREER ADVISING

- Introduce freshman to the school grading program, Net Classroom, and instruct them on how to compute their high school GPA
- Introduce freshmen to the college advising website Family Connection
- Collaboration with the Counselors- open to all sophomore students and parents once a month on topics such as college admissions, college entrance testing, careers and college athletics
- Meet individually with all junior students and their families for college advising
- Meet individually with all seniors and their families for college advising
- Coordinate both the fall and spring All School Testing Days for the PSAT and PACT
- Distribute PSAT and PACT score reports and help students interpret their scores
- Serve as a Test Center for both the SAT and ACT college entrance tests. Supervise all tests administered at Garces.
- Order all AP tests and proctor all AP exams
- Send out scholarship notices
- Send out information to both students and parents on available leadership and academic programs
- Schedule and facilitate college visits
- Advise student-athletes on the National Collegiate Athletic Association (NCAA) requirements and calculate their “core” athletic GPA
- College Signing Day
- Submit transcripts and Secondary School Report Forms for all seniors applying to college
- Coordinate with the counselors at Bakersfield College to host college registration events
- Host college application workshops
- Help students with college essays
- Attend career and leadership day activities off campus with students (Engineer Day, Aviation Day, Leaders in Life)
- Coordinate Senior Award’s Night

ACADEMIC SUPPORT

- Assist in the creation of the master schedule
- Administer the High School Placement Test to all incoming 9th grade students
- Meet with all students for course registration to ensure they meet all graduation and college entrance requirements
- Host a Parent Registration Night for both incoming and current students
- Meet with all students on the D and F list to develop an academic plan for success
- Oversee the monitored collaboration for all students on probation and those ineligible for athletic and extracurricular activities
- Send home weekly progress reports to all students and parents on the Probation and Ineligible list with detailed notes for each student
- Schedule and facilitate Parent-Teacher conferences for students as needed
- Coordinate with the Kern High School District to facilitate testing and establish Individual Student Plans for students with learning disabilities.
- Provide information and referrals to families in need of outside tutoring services
- Administer STAR testing
- Instruct students on how/where to find homework
- Schedule changes

SOCIAL AND EMOTIONAL SUPPORT

- Meet with students and parents to discuss personal and social concerns
- Conflict mediation
- Crisis counseling including suicide assessments
- Meet with students on disciplinary contracts
- Meet twice monthly with the Dean of Student Affairs and Academic Vice Principal to discuss student behavior concerns
- Provide information to families in need of outside mental health services

LINK CREW

- Select and Train Link Crew members annually
- Meet with Link Crew 2-4 times each month to prepare our lessons
- Monthly Link crew visits with the freshmen
- Visit feeder schools with the Link Crew leaders