

# 2016-2017 Advising Assignments

Student Group

A – Da Lisa Middleton, Counselor

De-Hog Mark Koopman, Asst. Principal

Hol– Mon Gary McCown, Asst. Principal

Moo – See John Gomez, Asst. Principal

Sh-Z Jan Stiles, Counselor

Each Counselor, AP/Advisor, Dean/Advisor, will see students for emotional, social, academic, attendance/tardies (assigning detention), college planning, ICAPS/Naviance, ESS staffings, out of District Contracts. Students in need of Social Services, AP's will refer to Counselors.

Counselors will revert to A-L (Middleton), M-Z (Stiles)

Major Responsibilities:

## **Jan Stiles—Sh-Z**

1. Classroom guidance:

- study and test taking skills
- ICAPS
- post-secondary planning and application process
- education in understanding self and others
- coping strategies
- peer relationships and effective social skills
- communication
- problem-solving
- decision-making, conflict resolution and study skills.

2. Additional educational opportunities:

- PCC options (Early College, Concurrent Enrollment) CSU options
- Accuplacer

### 3. Administrative:

- School climate
- Academic support interventions
- Assists in the planning, developing, and implementing of individual student behavior plans
- School-wide needs assessments
- Testing Assistance
- Data sharing
- 504's/RTI
- Graduation/Senior Night
- Master Schedule
- NCAA Clearance
- Concurrent Enrollment (Site Based/part time and full time STEP)
- Renaissance Assembly
- Orientation Assembly
- Suicide, abuse, referrals to SS
- Supervision duties: hallway, lunch, before/afterschool
- ACT , PARCC, CMAS
- IB Counselor
- Course Guide
- Arena Scheduling
- Assigned duties as needed
- Assist in supervision of extracurricular functions and athletic events
- Online Monitoring

### **Lisa Middleton --- A-Da**

#### 1. Classroom guidance:

- study and test taking skills
- post-secondary planning and application process
- education in understanding self and others
- coping strategies
- peer relationships and effective social skills
- communication
- problem-solving
- decision-making, conflict resolution and study skills.

#### 2. Additional educational opportunities:

- PCC options (Early College, Concurrent Enrollment) CSU options
- Accuplacer

#### 3. Administrative:

- Academic support interventions of Alpha

- Assists in the planning, developing, and implementing of individual student behavior plans
- School-wide needs assessments
- Testing Assistance
- Data sharing
- 504's/RTI
- Concurrent Enrollment (Golden Ticket Meetings)
- PSAT
- Renaissance Assembly
- Orientation Assembly
- Suicide, abuse, referrals to SS
- Supervision duties: hallway, lunch, before/afterschool
- ICAP
- AP Testing , PARCC, CMAS
- Course Guide
- Arena Scheduling
- Assist in supervision of extracurricular functions and athletic events
- Assigned duties as needed
- Online Monitoring

### **Mark Koopman: De--Hog**

- Major discipline issues within alphabet and as referred by Counselor 1 or 2
- Manage student supervision issues and enforce school behavioral expectations
- Assist with PARCC, CMAS, NWEA, SAT, PSAT, ASVAB, AP testing as needed.
- Assist with Renaissance Assembly, Arena Scheduling, and Computer check in/out
- Evaluations of Staff as assigned
- Walkthroughs
- Academic Support interventions of Alpha
- Assist with RTI management
- Assist in data interpretation and utilization of Alpine
- Development of School Improvement Plan and implementation
- 504's/GT/RTI/Aventa monitoring of Alpha
- Testing assistance
- Friday School Coverage
- MYP Leadership Team
- Supervision duties: hallway, lunch, before/afterschool
- Student, Staff, and Emergency Handbook, revisions
- Assist with Website Management
- Assist in supervision of extracurricular functions and athletic events
- Other duties as assigned

### **John Gomez: Moo--Se**

- Major discipline issues within alphabet and as referred by Counselor 1 or 2
- Manage student supervision issues and enforce school behavioral expectations

- Evaluations of Staff as assigned
- Evaluation and Management of Custodians
- Bell Schedules programming
- Walkthroughs
- Friday School Coverage
- Master Schedule w/Counselor 1
- Assist with PARCC, CMAS, NWEA, SAT, PSAT, ASVAB, AP testing as needed
- Assist with Renaissance Assembly, Arena Scheduling, and Computer check in/out
- MDT Administrator Lead – Safety Plans for individual students
- PSAT Coordinator
- Academic Support interventions of Alpha
- Assist in data interpretation and utilization of Alpine
- Development of School Improvement Plan and implementation
- 504's/GT/RTI/Aventa monitoring of Alpha
- IB Cooperative Administrator
- October Count
- Naviance Coordinator
- Accountability Committee Asst. Principal Rep.
- Fuel/Aventa Administrator-School Wide
- Supervision duties: hallway, lunch, before/afterschool
- Student, Staff, and Emergency Handbook, revisions
- Assist in supervision of extracurricular functions and athletic events
- Other duties as assigned

**Gary McCown: Hol---Mon**

- Major discipline issues within alphabet and as referred by Counselor 1 or 2
- Manage student supervision issues and enforce school behavioral expectations
- NWEA with assistance from Counselors, Dean of Students, Assistant Principals
- Assist with PARCC, CMAS, NWEA, SAT, PSAT, ASVAB, AP testing as needed.
- Assist with Renaissance Assembly, Arena Scheduling, and Computer check in/out
- Evaluations of Staff as assigned
- Evaluation of Para-Professionals
- Friday School Coverage
- Walkthroughs
- Update: Staff Duties/Schedules, Zones, Maps, lists, etc.
- Academic Support interventions of Alpha
- Assist in data interpretation and utilization of Alpine
- Development of School Improvement Plan and implementation
- 504's/GT/RTI/Aventa monitoring of Alpha
- Supervision duties: hallway, lunch, before/afterschool
- Assist in supervision of extracurricular functions and athletic events
- Student, Staff, and Emergency Handbook, revisions
- Truancies
- Other duties as assigned

## **Monte Pinkerton, Dean of Students**

- Assist in developing an atmosphere of respect, interest, and enthusiasm within the school
  - Supervise and provide for the general welfare of students during the school day
  - Perform classroom observations and provide feedback to teachers
  - Conduct teacher evaluations as assigned
  - Coordinate PWHS Naviance Program
  - Generate attendance letters (UA/EA) according to school policies
  - Coordinate PWHS Aventa Summer School program
  - Assist in updating Gifted and Talented plans according to district policy
  - Coordinate ASVAB testing
  - Assist in maintaining student discipline in the school including: following state and federal statutes concerning suspension and expulsion, maintaining records concerning out-of-school suspensions, Friday school, and any other matters related to the overall supervision of student discipline
  - Promote PWHS programs to area middle schools and their students
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- Work under the direction of Athletic Director to help supervise the overall activities program and assist in the following duties:
    - Attend athletic contests as assigned
    - Maintain the school activities calendar and website
    - Monitor and enforce CHSAA, district, and school regulations regarding scholastic eligibility for student athletes
    - Seek ways to support and finance the activities programs
    - Generate reminders of upcoming events for schools and officials
    - Maintain permanent records for each sport/activity, such as wins and losses, outstanding records, letter winners
    - Coordinate use of athletic facilities for contests and practices, as well as fine arts performances
    - Check rosters from visiting school athletic teams and provide program information to activities secretary.
    - Ensure that athletic fields and gymnasiums are in proper condition for athletic contests.
    - Assist in the day-to-day operation of the athletic office in the absence of Athletic Director
    - Perform other duties as assigned by the high school principal: These duties may include but not be limited to assisting with discipline, attendance, supervision, and other administrative tasks as assigned