

BHS COUNSELOR DUTIES

2008-2009

(updated 8/11/08)

Lori Leaverton

College Readiness Counselor
AVID Counselor & Site Team Member
Lead Counselor
Scheduling
New Student Registration
Evaluating Transcripts for Graduation Requirements
Coordinating Graduation List
Referrals for Night School, Summer School, SPED & 504
Referrals for Outside Counseling
Homebound Referrals
Complete college apps, scholarship support & rec letters
Venture Applications
Scheduling correspondence/CBE courses
Professional & prompt parent communication
Counseling Budget
Dual Credit Liaison
Senior Class Liaison
Assist with TAKS testing
Other duties as assigned by Principal

Teresa Sandoval

Academic Guidance for 9th gr (A-L)
Scheduling
New Student Registration
Evaluating Transcripts for Graduation Requirements
Coordinating Graduation List
Referrals for Night School, Summer School, SPED & 504
Referrals for Outside Counseling
Homebound Referrals
Complete college apps, scholarship support & rec letters
Venture Applications
Scheduling correspondence/CBE courses
Professional & prompt parent communication
Co-Facilitator for Classroom Guidance
Student Recognition
Small Group Counseling Co-Facilitator
Counselor for Project SOAR

Marsha Edwards

Academic Guidance for 10-12th gr (S-Z)
Scheduling
New Student Registration
Evaluating Transcripts for Graduation Requirements
Coordinating Graduation List
Referrals for Night School, Summer School, SPED & 504
Referrals for Outside Counseling
Homebound Referrals
Complete college apps, scholarship support & rec letters
Venture Applications
Scheduling correspondence/CBE courses
Professional & prompt parent communication
Co-Facilitator for Classroom Guidance
TAKS Retester Coordinator
Career Tech Liaison
Military Liaison
Other Duties as assigned by Principal

Greg Hoch

Academic Guidance for 10-12th gr (G-L)
Scheduling
New Student Registration
Evaluating Transcripts for Graduation Requirements
Coordinating Graduation List
Referrals for Night School, Summer School, SPED & 504
Referrals for Outside Counseling
Homebound Referrals
Complete college apps, scholarship support & rec letters
Venture Applications
Scheduling correspondence/CBE courses
Professional & prompt parent communication
NCAA Clearinghouse
PSAT Testing
Scholarship Coordinator
IB Counselor

Deb Knight

Academic Guidance for 10-12th gr (M-R)
Scheduling
New Student Registration
Evaluating Transcripts for Graduation Requirements
Coordinating Graduation List
Referrals for Night School, Summer School, SPED & 504
Referrals for Outside Counseling
Homebound Referrals
Complete college apps, scholarship support & rec letters
Venture Applications
Scheduling correspondence/CBE courses
Professional & prompt parent communication
SBDM Representative
Coordinate Fall/Spring Senior Visits & Senior Calendar
Spring In-Coming 9th Registration
EOC Test Coordinator
Other Duties as assigned by Principal

BHS COUNSELOR DUTIES

2008-2009

(updated 8/11/08)

Other duties as assigned by principal

Denese Scott

Academic Guidance for 10-12th gr (A-F)

Scheduling

New Student Registration

Evaluating Transcripts for Graduation Requirements

Coordinating Graduation List

Referrals for Night School, Summer School, SPED & 504

Referrals for Outside Counseling

Homebound Referrals

Complete college apps, scholarship support & rec letters

Venture Applications

Scheduling correspondence/CBE courses

Professional & prompt parent communication

AP Testing Coordinator

Co-Facilitator for Classroom Guidance

Parent Guidance/Workshop Meetings

Other Duties as assigned by Principal

Other duties as assigned by Principal

Nytasha Wilson

Academic Guidance for 9th gr (M-Z)

Scheduling

New Student Registration

Evaluating Transcripts for Graduation Requirements

Coordinating Graduation List

Referrals for Night School, Summer School, SPED & 504

Referrals for Outside Counseling

Homebound Referrals

Complete college apps, scholarship support & rec letters

Venture Applications

Scheduling correspondence/CBE courses

Professional & prompt parent communication

TAKS Testing Coordinator

Small Group Counseling Co-Facilitator

Ninth Grade Guidance lessons co-facilitator

Other Duties as assigned by Principal

Additional Position Requested

Academic Guidance for 9th gr ()

Scheduling

New Student Registration

Evaluating Transcripts for Graduation Requirements

Coordinating Graduation List

Referrals for Night School, Summer School, SPED & 504

Referrals for Outside Counseling

Homebound Referrals

Complete college apps, scholarship support & rec letters

Venture Applications

Scheduling correspondence/CBE courses

Professional & prompt parent communication

Parent Workshop Co-Coordinator

Assist TAKS Testing Coordinator

Other Duties as assigned by Principal