

# WARREN CENTRAL JUNIOR

## MIDDLE SCHOOL COUNSELOR'S ANNUAL CALENDAR

	CURRICULUM	INDIVIDUAL PLANNING	RESPONSIVE SERVICES	SYSTEM SUPPORT
AUGUST	<ul style="list-style-type: none"> <li>✓ Intro to counselors</li> <li>✓ Publicize the counseling program (design a counselor's corner on the website and create a brochure)</li> <li>✓ Conduct a needs assessment with the students</li> <li>✓ Develop counseling program services for the year based on the school's need</li> </ul>	<ul style="list-style-type: none"> <li>✓ IEP/504 plans/ELL</li> <li>✓ TST Meetings</li> <li>✓ Parent/teacher Meeting</li> <li>✓ Assist 7th graders and new students in orientation to middle school</li> </ul>	<ul style="list-style-type: none"> <li>✓ Crisis counseling</li> <li>✓ Small Group</li> <li>✓ Individual counseling</li> </ul>	<ul style="list-style-type: none"> <li>✓ Student support</li> <li>✓ Committee meetings (TST/PLC)</li> <li>✓ Parent education</li> <li>✓ Data Analysis (needs assessments)</li> <li>✓ Consultations</li> <li>✓ In house/interagency referrals</li> <li>✓ School Improvement Council</li> <li>✓ Grade level and counselor department meetings</li> <li>✓ Work with faculty to plan for the year</li> <li>✓ Place counseling department activities on the master calendar/website</li> </ul>
SEPTEMBER	<ul style="list-style-type: none"> <li>✓ Plan events and activities for National Career Development</li> <li>✓ Make plans for student use/implementation of career exploration materials -College Introduction</li> </ul>	<ul style="list-style-type: none"> <li>✓ IEP/504 plans/ELL</li> <li>✓ TST Meetings</li> <li>✓ Parent/teacher Meeting</li> <li>✓ Academic advisement as needed</li> <li>✓ Continue to assist</li> </ul>	<ul style="list-style-type: none"> <li>✓ Crisis counseling</li> <li>✓ Small Group</li> <li>✓ Individual counseling</li> </ul>	<ul style="list-style-type: none"> <li>✓ Data Analysis (needs assessments)</li> <li>✓ Update counseling webpage</li> <li>✓ Provide assistance for testing</li> <li>✓ Consultations</li> <li>✓ Grade level and</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Plan events and activities for Red Ribbon (drug prevention)</li> <li>✓ Goal setting - SMART GOALS</li> <li>✓ Character Education- Plan events with the boys and girls club</li> </ul>	<p>students and parents with registration and course selection</p>		<p>counselor department meetings</p> <ul style="list-style-type: none"> <li>✓ Meet with the school counseling advisory committee, administration and staff leadership team to review an outline of your goals and plans</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>✓ Red Ribbon (drug awareness)</li> <li>✓ Breast Cancer Awareness</li> <li>✓ Develop activities for Bully Awareness and Prevention</li> <li>✓ Implement events and activities for National Career Development Month</li> <li>✓ Character Education- implement events with the boys and girls club</li> </ul>	<ul style="list-style-type: none"> <li>✓ IEP/504 plans/ELL</li> <li>✓ TST Meetings</li> <li>✓ Parent/teacher Meeting</li> <li>✓ Academic Advisement as needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Crisis counseling</li> <li>✓ Small Group</li> <li>✓ Individual counseling</li> </ul>	<ul style="list-style-type: none"> <li>✓ Data Analysis (needs assessments)</li> <li>✓ A-team screenings</li> <li>✓ Update counseling webpage</li> <li>✓ Student support</li> <li>✓ Committee meetings</li> <li>✓ Consultations</li> <li>✓ In house/interagency referrals</li> <li>✓ Grade level and counselor department meetings</li> <li>✓ In-service faculty and staff on signs of and responsibilities for reporting cases of abuse and neglect to the Dept. of Child Protective Services</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>✓ Coordinate career activities to</li> </ul>	<ul style="list-style-type: none"> <li>✓ IEP/504 plans/ELL</li> <li>✓ TST Meetings</li> </ul>	<ul style="list-style-type: none"> <li>✓ Crisis counseling</li> </ul>	<ul style="list-style-type: none"> <li>✓ Update counseling webpage</li> </ul>

	<ul style="list-style-type: none"> <li><i>include career inventories, speakers, new items related to National Career Development month</i></li> <li>✓ <i>Bully Prevention</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>Parent/teacher Meeting</i></li> <li>✓ <i>Academic Advisement as needed</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>Small Group</i></li> <li>✓ <i>Individual counseling</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>Student support</i></li> <li>✓ <i>Committee meetings</i></li> <li>✓ <i>Consultations</i></li> <li>✓ <i>In house/interagency referrals</i></li> <li>✓ <i>Grade level and counselor department meetings</i></li> <li>✓ <i>Identify key community resources in our school community and surrounding communities (become familiar with churches, agencies, sports programs and youth organizations that service the school.</i></li> </ul>
<p style="text-align: center;"><b>DECEMBER</b></p>	<ul style="list-style-type: none"> <li>✓ <i>Career and Education Planning</i></li> <li>✓ <i>Bully Prevention</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>IEP/504 plans/ELL</i></li> <li>✓ <i>TST Meetings</i></li> <li>✓ <i>Parent/teacher Meeting</i></li> <li>✓ <i>Academic Advisement as needed</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>Crisis counseling</i></li> <li>✓ <i>Small Group</i></li> <li>✓ <i>Individual counseling</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>Update counseling webpage</i></li> <li>✓ <i>Student support</i></li> <li>✓ <i>Committee meetings</i></li> <li>✓ <i>Consultations</i></li> <li>✓ <i>In house/interagency referrals</i></li> <li>✓ <i>Grade level and counselor department meetings</i></li> <li>✓ <i>Contact the feeder counselors for</i></li> </ul>

				<p>transition planning</p> <ul style="list-style-type: none"><li>✓ Collaborate with test coordinators to assist in identifying PASS accommodations for pre-code</li><li>✓ Assist in the identification of families that will need additional resources during winter break time</li></ul>
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