

Eastlake High School
Counselor Additional Duties
2018-19

Caryn Hoffman

- GSA Group Advisor – Weekly group meetings, coordinate community & school activities
- NCAA Clearinghouse
- PSAT Parent Night Liaisons and Site Contact
- SCGA President
- Supervise Counselor Intern

Neysa Novak

- School Profile
- Compact for Success Liaison- arrange 9th grade trip, 11th grade & 12th grade Assemblies.
- Eligibility in the Local Context (ELC) Coordinator
- UCOPS Liaison for UC Doorways
- PSAT Day Liaison for Senior events
- Supervise Counselor Intern

Katie Treat

- Head Counselor
- Head Counselor for district meetings/curriculum meetings
- Coordinator of Registration – Fall and Spring
- Incoming freshmen parent morning meeting- July
- Eastlake High online Counseling Center Google Calendar
- SST coordinator
- Master Schedule Planning
- Weekly Calendar meeting(s) Rep
- Coordinator of *Go Through Life* Presentations w/South Bay Community Services
- Supervise Counselor Intern

Lauren Di Dio

- Development, analyzing, and reporting of counselor data for district reports
- Development of Pre and Post tests for various counseling activities
- Organize 9th – 12th grade power point presentations for pre-registration and parent nights
- Principal's Honor Roll tutoring packet
- Junior Parent Night Coordinator
- Future Titan Night Coordinator for Presentation from Counselors
- Career Presentations (Co-Coordinator)
- Scholarship Co-Coordinator

Bibiana Jones

- Graduation & graduation practice co-coordinator
- BYU Coordinator, proctor dates.
- District-wide Standards Committee Representative
- SWC off-campus liaison
- ASVAB representative
- FAC representative
- Counseling Center Data Collector

Mark Madell

- Master Schedule Planning and technical support.
- Southwestern College on-campus Liaison
- ELAC Meeting Representative
- EL Parent Liaison/meetings w/ EL designee
- DLI Liaison
- Assist in coordination of student groups
- Cash for College
- Supervise Counselor Intern
- Career Presentations Co-Coordinator

Tim Lopez

- College Months (October/November) Activities Coordinator & Communications Liaison
- College Recruiter Representative – assist in the coordination of presentations
- College Application Workshops– arrange workshops to help seniors with their college applications
- Career & Internship communication Coordinator
- Special Ed Fundamentals Transitions Liaison
- Pre-Engineering pathway liaison
- AVID Department Liaison
- SSC Representative

Kristen Ereno

- Graduation co-coordinator
- Senior clearance forms and senior clearance assembly.
- Support group Supervisor – grief, anxiety
- Jupiter Grades Communicator (sends messages to groups through Jupiter)
- Senior Signing Day coordinator
- SCGA Treasurer
- Master Schedule Team Member
- Eastlake High Counseling Website
- Social Media Coordinator – intern will help
- Opening week procedures
- PTSA liaison

Cristina Robles

- Scholarship Counselor – Scholarship Bulletin Board (Co-Coordinator)
- Coordinate Senior Awards Assembly
- Financial Aid Night Coordinator
- Coordinate Senior Parent Night
- Salutatorian and Valedictorian
- Adelante Mujer liaison
- Cash for College
- Financial Planning for College Night (Co-Coordinator)
- Senior Parent Night Coordinator
- SCGA High School Rep?
- Office Assistant Coordinator

Lorraine Almendarez (Learning Center)

- Eastlake High Learning Center
- SCGA Bargaining Team