

**Eastlake High School
Counselor Additional Duties
2019-2020**

Neysa Novak

- School Profile
- Compact for Success Liaison- Arrange 9th & 10th Grade Trips, 11th & 12th Grade Assemblies
- Eligibility in the Local Context (ELC) Coordinator
- UCOPS Liaison for UC Doorways
- PSAT Day Liaison for Senior and Freshmen Events
- School Safety Team Member
- Supervise Counselor Intern

Monica Echegaray - Portillo

- Graduation Co-Coordinator
- Senior Clearance Forms and Senior Clearance Assembly Coordinator
- Support Group Supervisor – Grief, Anxiety, English Language Learners
- Jupiter Grades Communicator
- Senior Signing Day Coordinator
- Eastlake High Counseling Website
- Social Media Coordinator
- Opening Week Procedures – Each Semester
- Student Wellness Team Member
- PTSA liaison

Lauren Di Dio

- Development, Analyzing, and Reporting of Counselor Data for District Reports
- Development of Pre and Post Tests for Various Counseling Activities
- Organizer of Financial Planning Night
- Organize 9th – 12th Grade Lessons for Career Assessments and Pre-Registration
- 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
- Student Wellness Team Member

Bibiana Jones

- Graduation Co-Coordinator
- BYU Coordinator - Proctor Exams
- District-wide Standards Committee Representative
- Military Student Liaison
 - ASVAB Co-Representative
- FAC Representative
- Counseling Center Data Collector
- PSAT Parent Night Liaison and Site Contact
- Pre-Registration Data Co-Coordinator

Mark Madell

- Master Schedule Planning and Technical Support
- Southwestern College On-Campus Liaison
- EL Parent and Student Liaison
- DLI Liaison
- ASVAB Co-Representative
- Cash for College Support
- Supervise Counseling Interns
- Career Presentations Co-Coordinator
- School Safety Team Member
- PSAT Parent Night Liaison

Tim Lopez

- College Months (October/November) Activities Coordinator & Communications Liaison
- College Recruiter Representative – Coordinate Presentations
- College Application Workshops Coordinator
- Engineering and Medical Pathways Liaison
- AVID Department Liaison
- Counseling/Psychologist Collaborative Representative
- Social Emotional Learning Coordinator

Kristen Ereno

- Head Counselor
- Representative for Counselor District Meetings
- Coordinator of Registration – Fall and Spring
- Incoming Freshmen Parent Morning Meeting
- Eastlake High School Counseling Center Google Calendar
- Student Wellness Team Coordinator
 - Student Wellness Task Force Advisor, Wellness Room, Wellness Wednesdays
- Suicide Prevention Committee Member
- Pre-Registration Data Co-Coordinator
- Master Schedule Planning
- Weekly Calendar Meeting Representative
- Coordinator of *Here NOW* Presentations w/South Bay Community Services
- Girls Empowerment Club Advisor
- Supervise Counselor Intern

Cristina Robles

- Scholarship Counselor – Scholarship Bulletin Board (Co-Coordinator)
- Coordinate Senior Awards Assembly
- Financial Aid Night Coordinator
- Coordinate Senior Parent Night
- Salutatorian and Valedictorian
- EL Presentation Coordinator
- Cash for College Representative
- Financial Planning for College Night (Co-Coordinator)
- Senior Parent Night Coordinator
- Student Wellness Team Member
- Office Assistant Coordinator

Lorraine Almendarez (Learning Center)

- SCGA Bargaining Team