

Eastlake High School Counselor Additional Duties 2020-2021

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 Freshman Events
- School Safety Team Member
- Supervise Counselor Intern

Erica Alaama

- 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
- Cash for college support.

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
- Future Titan Night Coordinator for Presentation from Counselors
- Scholarship Co-Coordinator
- Master Schedule Planning
- District-wide Standards Committee Representative
- Thrively coordinator
- Student Wellness Team Member
 - Student Wellness Task Force Advisor, Wellness Room, Wellness Wednesdays

Bibiana Jones

- Graduation Co-Coordinator
- BYU Coordinator - Proctor Exams
- Career Presentations (Co-Coordinator)
- Military Student and Wellness Together Liaison
- ASVAB Representative
- Counseling Center Data Collector
- PSAT Parent Night Liaison and Site Contact
- Pre-Registration Data Co-Coordinator - Management and Upload

Mark Madell

- Head Counselor
- SST Coordinator
- Support Master Schedule Planning and Technical Support
- Representative for Head Counselor and Curriculum District Meetings
- Coordinator of Registration – Fall and Spring
- Incoming Freshmen Parent Morning Meeting
- Eastlake High School Counseling Center Google and Outlook Calendar
- Pre-Registration Data Co-Coordinator - Google forms
- Weekly Calendar Meeting Representative
- Faculty Meeting Communications from Counseling Department
- FAC Representative
- Coordinator of Here NOW Presentations w/South Bay Community Services
- Supervise Counseling Interns

Tim Lopez

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

Alex Conner

- Southwestern College On-Campus Liaison
- Student Aide Coordinator for Counseling Center
- Student Wellness Team Member
Student Wellness Task Force Advisor, Wellness Room, Wellness Wednesdays
- School Safety Team Member
- EL Parent and Student Liaison
- Junior Parent Night Coordinator
- Pre-Registration Data Co-Coordinator - Management and Upload

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
 - Student Wellness Task Force Advisor, Wellness Room, Wellness Wednesdays
- DLI Liaison
- Master Schedule Planning