

San Diego High Comprehensive School Counseling Guidance Program
Program Implementation: Roles Responsibilities

Role Description:	Team Responsible:
10th Grade Advisor	Individual
10th Grade Guidance Lesson Planning	10th Grade Advisory Board
10th Grade Guidance Lesson T1 Delivery	10th Grade AVID Team
10th Grade Guidance Lesson T2, T3 Delivery	10th Grade T2, T3 School Counseling Intervention Team
10th Grade T1 School Counseling Support	10th Grade T1 School Counseling Team
10th Grade T2, T3 Intervention School Counselor Support	10th Grade T2, T3 School Counseling Intervention Team
11th Grade Advisor	Individual
11th Grade Guidance Lesson Planning	11th Grade Advisory Board
11th Grade Guidance Lesson T1 Delivery	11th Grade AVID Team
11th Grade Guidance Lesson T2, T3 Delivery	11th Grade T2, T3 School Counseling Intervention Team
11th Grade T1 School Counseling Support	11th Grade T1 School Counseling Team
11th Grade T2, T3 Intervention School Counselor Support	11th Grade T2, T3 School Counseling Intervention Team
12th Grade Advisor	Individual
12th Grade Guidance Lesson Planning	12th Grade Advisory Board
12th Grade Guidance Lesson T1 Delivery	12th Grade AVID Team
12th Grade Guidance Lesson T2, T3 Delivery	12th Grade T2, T3 School Counseling Intervention Team
12th Grade T1 School Counseling Support	12th Grade T1 School Counseling Team
12th Grade T2, T3 Intervention School Counselor Support	12th Grade T2, T3 School Counseling Intervention Team
504 Plan Implementation & Support	Grade-Level T2, T3 School Counseling Intervention Team
9th Grade Advisor	Individual
9th Grade Guidance Lesson Planning	9th Grade Advisory Board
9th Grade Guidance Lesson T1 Delivery	9th Grade AVID Team
9th Grade Guidance Lesson T2, T3 Delivery	9th Grade T2, T3 School Counseling Intervention Team
9th Grade T1 School Counseling Support	9th Grade T1 School Counseling Team
9th Grade T2, T3 Intervention School Counselor Support	9th Grade T2, T3 School Counseling Intervention Team
Academic Planning & Support	9th Grade T1 School Counseling Team
Academic Progress Tracking	Grade-Level AVID Team
ACCUPLACER Exam Coordinator	Grade-Level AVID Team
ACT Exam Accommodations	T2, T3 School Counseling Intervention Team
ACT Test Prep Course	Grade-Level AVID Team
AP Exam Coordinator	Testing Support Coordinator
AP Exam Logistics Coordinator	Testing Support Coordinator
Articulation Planning & Support	Head Counselor
Articulation Presentations & Implementation	T1 School Counseling Team
ASB Advisor	Individual
ASVAB Exam Coordinator	Testing Support Coordinator

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Attendance Tracking	Grade-Level AVID Team
AVID 10th Grade Team Liaison	T1 School Counseling Team
AVID 11th Grade Team Liaison	T1 School Counseling Team
AVID 12th Grade Team Liaison	T1 School Counseling Team
AVID 9th Grade Team Liaison	T1 School Counseling Team
AVID PEER SUPPORT Program Coordinator	Head Counselor
AVID Program Coordinator	Individual
Cal-Grant Information & Support	Grade-Level AVID Team
CAL-SOAP Liaison	T1 School Counseling Team
Career Fair Coordinator	Grade-Level AVID Team
Coffee with the Counselor Set-Up	Guidance Assistant
Coffee with the Counselors	Head Counselor
College Admission Partnerships & Communication - 4-Year Universities, Community College	T1 School Counseling Team
College Admissions Assistance Support Providers	T1 School Counseling Team
College Fair Coordinator	Grade-Level AVID Team
College Trip (11th Grade) Coordinator	Grade-Level AVID Team
College, Career, Life Preparation	T1 School Counseling Team
Common Application & Naviance Support	T1 School Counseling Team
Community Partnerships, Resources, & Communication	Head Counselor
Counseling Center	Head Counselor
Emergency Preparedness & Procedures	Head Counselor
Extended Absence Contracts	T1 School Counseling Team
Extended Day Support	T2, T3 School Counseling Intervention Team
FAFSA Application Support	Grade-Level AVID Team
Fee Waivers	Guidance Assistant
Financial Aid Parent Night	T1 School Counseling Team
Graduation Tracker	Grade-Level AVID Team
High School 4-Year Plan Support	T1 School Counseling Team
IB Coordinator	Individual
IEP Meeting School Counselor Representative	T2, T3 School Counseling Intervention Team
IEP Student Schedules	T2, T3 School Counseling Intervention Team
iHigh Liaison	T1 School Counseling Team
Intervention Support Plan	T2, T3 School Counseling Intervention Team
Letters of Recommendation	T1 School Counseling Team
Link Crew Coordinator	Grade-Level AVID Team
Master Schedule	Head Counselor
Mental Health Support Providers	T2, T3 School Counseling Intervention Team
Middle School Outreach Liaison	Middle School Liaison

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Military Partnerships & Communication	T1 School Counseling Team
National Merit Scholarship Coordinator	Grade-Level AVID Team
NCAA Clearinghouse Support	T1 School Counseling Team
New Student Enrollment	T1 School Counseling Team
Parent Conference Coordinator	T2, T3 School Counseling Intervention Team
Power School Parent Portal Support	Guidance Assistant
Professional Development – School Counselors	Head Counselor
Prospective Student Planning & Support (Magnet Mondays)	Middle School Liaison
PSAT Exam Coordinator	Testing Support Coordinator
PSAT Exam Logistics Coordinator	Testing Support Coordinator
Registrar	Individual
San Diego High Foundation Scholarship	Grade-Level AVID Team
SAT Exam Accommodations	T2, T3 School Counseling Intervention Team
SAT Test Prep Course	Grade-Level AVID Team
Scholarship Information & Communication	Grade-Level AVID Team
School Counseling Calendar	Guidance Assistant
School Counseling Website	Head Counselor
School Counselors Weekly Team Meetings	Head Counselor
School-Specific School Counselors – Caseload	T1 School Counseling Team
SD City College Partnership Liaison	Head Counselor
SDH Course Catalog	Head Counselor
Seal of Biliteracy Support	Grade-Level AVID Team
Senior Awards Night Coordinator	T1 School Counseling Team
Social/Emotional Guidance	T1 School Counseling Team
Student Group Progress Tracking Support Team (ELL, Sp. Ed., 504, Race, Gender, Grade)	Head Counselor
Student Schedules	T1 School Counseling Team
Student Support Team – Initial Meeting	T2, T3 School Counseling Intervention Team
Summer School Support	T2, T3 School Counseling Intervention Team
Thrively Support	Grade-Level AVID Team
Transcript Requests	Registrar
UC/CSU Admission Application Support	Grade-Level AVID Team
Work Permits	Guidance Assistant