

GUIDANCE DEPARTMENT RESPONSIBILITIES

***BILL MOREDOCK: Students A, L - R (x 127)**

Director, Student and Family Services

Testing Supervisor

- ACT

- Disseminates testing results to students;
maintains records

Crisis Team Coordinator

Facilitates weekly Core Group meetings

Prevention Program Liaison

Freshman Registration Coordinator

Transfer Student Registration

Academic Affairs Committee Representative

St. John's academic partnership

Dual Credit with Benedictine University

KARA RAPACZ: Director of Academic Support (x 112)

I.E.P.'s

Differentiated Instruction

Learning Lab Referrals and Scheduling

Class Level Support Teams

BECCA BENSON: Prevention Coordinator (x149)

Student Support Groups

Prevention Events and Activities

Snowball and Snow Flurries

Mandated drug education for students

Coordinate Freshman Orientation

FIRE

Peer Leaders

***LESLIE SECK: Students B, S - Z (x 129)**

Peer Mediation Coordinator

Career Advisement

Testing Day Coordinator

Crisis Team

Assist with Financial Aid Announcements
and Parent Workshops

College Advisement

***STEPHANIE PHILLIPS: Students C - K (x 126)**

Capitol Area Career Center Coordinator

Military Liaison

Learning Lab Liaison

College Advisement

St. John's mentor/intern liaison

SANDI HECKMAN: College Counselor (x 138)

Recommendations for College Applications

Focus on Seniors as they choose colleges

THERESA DUFFIN: Registrar (x 125)

Scholarship Information Coordinator

College Visit Coordinator

Transcripts

Announcements

Web Site Coordinator

College Information Specialist

***Provide Counseling Service for Students**

- Meet individually with students in case load
 - Monitor academic progress of students
 - Meet with parents as requested and/or needed
 - Consult with faculty regarding the academic and social well being of students
- Maintain temporary student files
- Conduct staffings with teacher and parents to review student achievement for the purpose of establishing a course of action that will maximize the student's potential
 - Conduct registration for current students through individual conferences
 - Conduct registration meetings for incoming freshmen and their parents as directed by the registrar
 - Assessment and referral of students with specific mental health needs
 - Consult with outside mental health agencies (i.e., DCFS, Memorial Adolescent Inpatient Unit) regarding mental health states of students

07/26/2011