

**GUIDANCE DEPARTMENT RESPONSIBILITIES**  
**(phone: 217-787-1595)**

**\*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

**\*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

**SANDI HECKMAN: College Advisement  
Specialist**

**(x 154)**  
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

**KARA RAPACZ: Director of Learning Lab (x 128)**

I.E.P.'s  
Differentiated Instruction  
Learning Lab Referrals and Scheduling  
Class Level Support Teams

**\*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