

## Lamar Career and Technical Center – Counselor Checklist

### August

- Finalize enrollment with sending schools
- Enter student information into PowerSchool and create schedules
- Prepare teacher's rosters
- Schedule guidance curriculum dates for Fall
- Reserve venue for College and Career Fair
- Send "Save the Date" cards for College and Career Fair
- Schedule meeting with sending school counselors
- Interview any new applicants from sending schools for placement in programs
- Prepare community education schedule for Fall and schedule advertisements.
- Present articulation information in programs on first or second day of school.
- Delete no-show students and students who decide to stay at home school.
- Schedule picture day.
- Update bulletin board

### September

- Organize picture day
- Create student directory when pictures are received
- Host sending counselor meeting
- Meet with Student Ambassadors and begin training
- Attend MACS Fall Conference
- Identify and recognize 1<sup>st</sup> quarter Star Students
- Guidance curriculum in classrooms
- Finalize student applications for articulated credit to appropriate colleges
- Schedule 8<sup>th</sup> and 10<sup>th</sup> grade career assessments at sending schools
- Update bulletin board
- Monitor student grades

### October

- Schedule and host advisory council meeting (usually done by all instructors and administrators on same day)
- Career assessments at sending schools – 8<sup>th</sup> and 10<sup>th</sup> grades
- Identify and take non-traditional students to the Non-traditional Student Regional Meeting
- Guidance curriculum in classrooms
- Meet with Student Ambassadors
- Send Grades to Sending Schools
- Send final letter and instructions to presenters for College and Career Fair
- Administer COMPASS tests as needed
- Update bulletin board
- Monitor student grades

### November

- Host College and Career Fair
- Attend MSCA and/or Building Bridges Conferences
- Identify and recognize 2<sup>nd</sup> quarter Star Students
- Guidance curriculum in classrooms – Resumes
- Follow-up collection for graduates of previous year and send coding information to sending schools
- Meet with Student Ambassadors
- Administer COMPASS tests as needed
- Update articulation agreements for all programs as needed
- Update bulletin board
- Monitor student grades

### December

- Schedule Spring guidance dates
- Schedule Spring recruiting dates – Pre-tour visits, Sophomore Experience, Placement Interviews
- Meet with Student Ambassadors

- Notify teachers of students who will be required to take Technical Skill Assessments (TSA's)
- Send Grades to Sending Schools
- Administer COMPASS tests as needed
- Begin working on CTE Month activities
- Update bulletin board
- Monitor student grades

### **January**

- Guidance curriculum in classrooms
- Meet with Student Ambassadors – begin working on articles about programs for CTE Month for newspaper
- Pre-tour visits to sending schools
- Help prep DECA students for contest role plays
- Update bulletin board
- Administer COMPASS tests as needed
- Monitor student grades

### **February**

- Sophomore Experience with sending school sophomores (aka Sophomore Tours)
- Meet with Student Ambassadors – articles to newspaper
- Guidance curriculum in classrooms
- Identify and recognize 3<sup>rd</sup> quarter Star Students
- Double check follow-up information in PowerSchool for February Perkins report
- Finalize articulation applications for semester courses to appropriate colleges
- Hand out and collect Intent to Return forms from students
- Begin placement interviews
- Update bulletin board
- CTE Month activities

- Administer COMPASS tests as needed
- Monitor student grades

### **March**

- Finish placement interviews and notify sending schools of students' placement
- Guidance curriculum in classrooms
- Schedule and order Technical Skill Assessments
- Re-notify teacher's of students who need to take TSA
- Meet with Student Ambassadors
- Send Grades to Sending Schools
- Administer COMPASS tests as needed
- Update bulletin board
- Monitor student grades

### **April**

- Guidance curriculum in classrooms – or Mock Interview day
- Identify and recognize 4<sup>th</sup> quarter Star Students
- Administer TSA's
- Schedule 8<sup>th</sup> grade tours as needed
- Meet with Student Ambassadors
- Assemble senior portfolios – resumes, certificates, awards, etc.
- Meet with Sending School Counselors
- Administer COMPASS tests as needed
- Update bulletin board
- Monitor student grades

### **May**

- Finalize senior portfolios

- Administer Personal Finance Test for embedded credit courses.
- Finalize grades for articulated credits
- Administer COMPASS tests as needed
- Send Grades to Sending Schools
- Update Perkins data in PowerSchool for June Report – CTE codes, program codes, TSA codes, etc.

**June**

- Update Perkins data in PowerSchool for June Report – CTE codes, program codes, TSA codes, etc.
- Finalize all other reports for end of the year.