

COUNSELLOR TIMELINE

JULY-AUGUST

Organize office

Preliminary organization of program

Organize materials

Review new materials for program

SEPTEMBER

Connect with carried-over students from previous years' caseload

Regular caseload parental contacts

Organize Peer Helper retreat – gather materials, permission forms/fees

Coordinate Scholarship and Bursary Information

Organize Post-Secondary School Days

Chair peer helper monthly meeting and TADD meeting

Meet with teachers regarding students from previous years' caseload

Coordinate Independent Study Program (K) registrations, order exams, procter exams, supply/order texts and resources

Meet with drop-in students

Take lead with behaviour planning and the BIP writing.

Meet with Advisory Students

Attend the Crisis situations as needed

Attend Student Services meetings and compile minutes of present caseload

Assist students with course selection information

Begin post-secondary planning with Grade 12's

Assist Senior High students with post-secondary and career information and registrations

Reconvene SAP/MAP and chair SAP/MAP meetings

Deliver or coordinate presentation as required

Chair CFS intake meetings and team meetings

OCTOBER

Host Post-Secondary School Day

Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts resources

Schedule and meet individually with referred students

Team with school staff and outside agencies

Behaviour Intervention Planning

Check students on monitor basis

Attend to crisis situations as needed

Meet with teachers regarding students from previous years' caseload

Assist students with course selection information

Meet with drop-in students

Assist Senior High students with post-secondary and career information and registrations

Meet with Advisory Students

Deliver or coordinate presentations as required

Attend Student Services meetings and compile minutes
 Continue post-secondary planning with Grade 12's
 Chair SAP/MAP meetings
 CFS intake meetings and team meetings
 Team with school staff and outside agencies
 Regular caseload parental contacts
 Coordinate Scholarship and Bursary Information
 Chair Peer Helper monthly meeting and TADD meetings

Medical Discovery Days
 NSAID Day
 National Career Week
 National Family Week
 Meet with Crisis Response Team and review Crisis Response Plan
 Register students for Take Our Kids to Work Day

NOVEMBER

Meet with drop-in students
 Meet with Advisory students
 Attend Student Services meetings and compile minutes
 Post-Secondary planning
 Chair SAP/MAP meetings
 Attend-CFS intake meetings and team meetings
 Team with school staff and outside agencies
 Regular caseload parental contacts
 Coordinate Scholarship and Bursary information
 Chair Peer Helper monthly meeting and TADD meeting
 Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources

Behaviour Intervention Planning and Monitoring
 Attend to crisis situations as needed
 Assist students with course selection information
 Assist Senior High students with post-secondary and career information and registrations
 Deliver or coordinate presentations as required
 Addictions Awareness Week
 Take Our Kids to Work
 Parent Teacher Interviews
 Celebration of Learning
 Champions program

DECEMBER

Meet with drop-in students
 Meet with Advisory students
 Attend Student Services meetings and compile minutes
 Post-Secondary planning
 Chair SAP/MAP meetings

Chair Peer Helper monthly meeting and TADD meeting
 Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources
 Behaviour Intervention Planning and Monitoring
 Attend to crisis situations as needed

Attend-CFS intake meetings and team meetings
 Team with school staff and outside agencies
 Regular caseload parental contacts
 Coordinate Scholarship and Bursary information

Assist students with course selection information
 Assist Senior High students with post-secondary and career information and registrations
 Deliver or coordinate presentations as required

JANUARY

Meet with drop-in students
 Meet with Advisory students
 Attend Student Services meetings and compile minutes
 Post-Secondary planning
 Chair SAP/MAP meetings
 Attend-CFS intake meetings and team meetings
 Team with school staff and outside agencies
 Regular caseload parental contacts
 Coordinate Scholarship and Bursary information

Chair Peer Helper monthly meeting and TADD meeting
 Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources
 Behaviour Intervention Planning and Monitoring
 Attend to crisis situations as needed
 Assist students with course selection information
 Assist Senior High students with post-secondary and career information and registrations
 Deliver or coordinate presentations as required

FEBRUARY

Meet with drop-in students
 Meet with Advisory students
 Attend Student Services meetings and compile minutes
 Post-Secondary planning
 Chair SAP/MAP meetings
 Attend-CFS intake meetings and team meetings
 Team with school staff and outside agencies
 Regular caseload parental contacts
 Coordinate Scholarship and Bursary information
 Chair Peer Helper monthly meeting and TADD meeting

Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources
 Behaviour Intervention Planning and Monitoring
 Attend to crisis situations as needed
 Assist students with course selection information
 Assist Senior High students with post-secondary and career information and registrations
 Deliver or coordinate presentations as required
 Random Acts of Kindness Week

MARCH

Meet with drop-in students

Meet with Advisory students

Attend Student Services meetings and compile minutes

Post-Secondary planning

Chair SAP/MAP meetings

Attend-CFS intake meetings and team meetings

Team with school staff and outside agencies

Regular caseload parental contacts

Coordinate Scholarship and Bursary information

Chair Peer Helper monthly meeting and TADD meeting

Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources

Behaviour Intervention Planning and Monitoring

Attend to crisis situations as needed

Assist students with course selection information

Assist Senior High students with post-secondary and career information and registrations

Deliver or coordinate presentations as required

Parent Teacher Interviews

Celebration of Learning

Career Symposium

Youth Town Hall Meeting – organization of

APRIL

Meet with drop-in students

Meet with Advisory students

Attend Student Services meetings and compile minutes

Post-Secondary planning

Chair SAP/MAP meetings

Attend-CFS intake meetings and team meetings

Team with school staff and outside agencies

Regular caseload parental contacts

Coordinate Scholarship and Bursary information

Chair Peer Helper monthly meeting and TADD meeting

Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources

Behaviour Intervention Planning and Monitoring

Attend to crisis situations as needed

Assist students with course selection information

Assist Senior High students with post-secondary and career information and registrations

Deliver or coordinate presentations as required

Attend Youth Town Hall Meeting

MAY

Meet with drop-in students	Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources
Meet with Advisory students	Behaviour Intervention Planning and Monitoring
Attend Student Services meetings and compile minutes	Attend to crisis situations as needed
Post-Secondary planning	Assist students with course selection information
Chair SAP/MAP meetings	Assist Senior High students with post-secondary and career information and registrations
Attend-CFS intake meetings and team meetings	Deliver or coordinate presentations as required
Team with school staff and outside agencies	Book Peer Helper retreat site
Regular caseload parental contacts	Recruit Peer Helpers for the next school year
Coordinate Scholarship and Bursary information	
Chair Peer Helper monthly meeting and TADD meeting	

JUNE

Meet with drop-in students	Assist students with course selection information
Meet with Advisory students	Assist Senior High students with post-secondary and career information and registrations
Attend Student Services meetings and compile minutes	Deliver or coordinate presentations as required
Post-Secondary planning	Complete needs survey and send to Assistant Superintendent of Student Services
Chair SAP/MAP meetings	Update Blue Cards
Attend-CFS intake meetings and team meetings	Complete summary information of student contacts
Team with school staff and outside agencies	Year end contacts with students
Regular caseload parental contacts	Year end parent contacts/letters
Coordinate Scholarship and Bursary information	Collate student files
Chair Peer Helper monthly meeting and TADD meeting	Decide on caseload carryover and file closures
Coordinate Independent Study Program (K) – registrations, order exams, procter exams, supply/order texts and resources	Class selection meetings for following year
Behaviour Intervention Planning and Monitoring	Attend year end team meetings
Attend to crisis situations as needed	Windups of Peer Helper and TADD groups

NOTE: Case management role with certain students throughout the year.