

Responsibility Breakdown  
Grade-level Counselor, On-campus CIS Counselor & School Nurse

Responsibilities	Counselor	CIS	Nurse	Other
At-Risk	X	X		
Attending SWAN Meetings		X		
Behavior Plans in Classrooms				Administrator
Bullying Prevention	X	X		
Career Day/College		X		
Character Without Question	X			
Classroom volunteers		X		
Community Outreach (Clothing/Supplies/Misc.)		X		
CPS Situations(Referrals, etc.)	X		X	
Credit By Exam	X			
CSHAC			X	
Education Go Get It Week	X			
Fifth Grade Transition	X			
Follow up to Report Card Conferences		X		
Food Drives		X		
Guidance Lessons	X			
Home Visits	X	X	X	FACULTY
Intermediate GT	X			
Junior Achievement		X		
Lunch Bunch	X	X		
MAM (Vision)			X	
Monitoring Attendance		X		
No Place for Hate	X			
Parent Meetings		X		
Partners In Education		X		
Peer Mediation		X		
Pennies for Patients			X	
Plant A Flower Day		X		
Primary GT	X			
Red Ribbon Week	X			
Safe and Drug Free Schools	X			
Safety Patrol				Fifth Grade TL
School Supplies		X		
Small Group Counseling	X	X		
Social Emotional Learning Liaison	X			
STATS				Administrator
Student Character Performances		X		
Student Council				Advisor
Student Mentoring Program (HS)		X		
Testing				Administrator
Uniforms		X		
Volunteers for events		X		