

Countryside High School

Guidance Department Duties

(Revised 8/21/2018)

Alpha Assignments

<u>Counselor</u>	<u>Grade</u>	<u>Extension</u>	<u>Email</u>
Kim Black	A - E	2019	blackk@pcsb.org
Kendra Rice	F - L	2020	riceken@pcsb.org
Katherine Santiago	M - R	2017	santiagok@pcsb.org
Carolina DeGarmo	S - Z	2018	degarmoca@pcsb.org

Kendra Rice

- ASVAB Coordinator
- AVID
- Future Plans (PCS Contact)
- Newsletter
- 504 (PCS Contact)

Kim Black

- Bright Futures (contact for PCS)
- H.E.A.T Liaison
- PSAT (contact for PCS)
- PTC Liaison

Carolina DeGarmo

- Awards Night
- Scholarships & Financial Aid
- Take Stock in Children

Katherine Santiago

- Department Chair
- FLVS (Reports / Final Grades)
- Dual Enrollment Facilitator
- Career Center Liaison

Common Duties

- Individual Counseling
- Parent Conferences/Workshop
- School/Community Referrals
- Child Study Team/ RTI
- Dual Enrollment Applications
- Early College/Early Admissions
- Seminars
- Registration
- 504 Accommodation Plans
- Bright Futures
- Future Plans Implementation