

## PHS COUNSELING DEPARTMENT RESPONSIBILITIES, 2009 – 2010

### **Laurie Portman, A to D – Ryan Alsup**

Naviance  
Counseling Web page  
Support group  
9<sup>th</sup> grade transition group  
Technology Steering Committee  
IC Committee  
ILP/MAP Testing  
AP Testing Assistant  
eDCSD contact  
Pickens Tech/ACTS Liaison and Coordinator  
Facilitate 504 and RTI meetings for alpha

### **Emme Otte, E to Ja – Ryan Alsup & Mike Loitz**

Post Graduate  
Financial Aid Night  
    College Fairs/Workshops  
    College Night  
    Scholarships  
    Boettcher Committee  
CSAP/CSNAP (Data management)  
Naviance – Assist  
Support group  
9<sup>th</sup> Grade transition support  
Facilitate 504 and RTI meetings for alpha  
Parker Rotary Liasion

### **Nikki Huff, Jb to Mi – Mike Loitz & Mike Baumann**

AP Testing Coordinator  
Support group  
9<sup>th</sup> Grade transition support  
Consistency Committee  
New student orientation  
RTI Committee  
School-to-Career assistant  
Facilitate 504 and RTI meetings for alpha

### **Shannon Kershaw, Mj to Sg - Mike Baumann & Elizabeth Gardner**

Department Chair  
Link Crew Coordinator  
Grief Support Group  
9<sup>th</sup> grade transition support  
District Crisis Team  
PHS Freshman Transition Team  
Foreign exchange students  
ESL Students  
PSAT test administration  
Non-State ACT Test administration  
SAT Test administration  
Academic Awards presenter  
Facilitate 504 and RTI meetings for alpha

### **Christy Kidd, Sh to Z – Elizabeth Gardner**

ASVAB liaison/administrator  
Military academies  
Alternative education  
Counseling Interns  
SAT Test administration backup  
ACT Test administration backup  
Support group  
9<sup>th</sup> Grade Transition group  
School-to-Career Coordinator  
Facilitate 504 and RTI meetings for alpha

### **Sandy Gress, Counseling Secretary**

### **Peggy Wendell, Registrar**

