Learning outcomes:

Upon completion of this webinar, you should be able to:

1) Identify critical areas for a new counselor to address before the year begins;

2) Explain how up-front planning will help prevent challenges later on; and

3) Exude confidence during what can typically be a stressful time.
Who Am I?

• Adjunct Faculty in Counselor Education:
  – Gonzaga University
  – Eastern Washington University
• Teach graduate courses in Law & Ethics, Professional Issues, Professional Certification
• Worked 20 years Middle School Counselor
• Licensed Marriage & Family Therapist
• Volunteer with Therapy Dog “Happy”

AGENDA

Five Areas to Address in the First Two Weeks:

1. Setting Up Your Office
2. Educating Yourself
3. Building Relationships with Administrators
4. Building Relationships with Teachers
5. Starting Off with Students
Who Are You?

Take a Poll...

Setting Up Your Office
What Will Make My Office a Safe and Comfortable Place?

• Get to know custodians
• Position of desk, chairs
• Lighting
• Bulletin Board
• Posters

What Else?

• Locked Files
• Phone System
• Office Supplies
• System for Leaving Notes
• System for Organizing Activities, Books, Games
• Business Cards
What Do I Need To Know Right Away?

• School and District Policies
  – Student Handbook
  – Counseling Department mentioned?

• Student Data System

• Cumulative Folders
  – Special Education Folders
What Else?

• School’s Website
  – Counseling Department Mentioned?
• Counselor Calendar
• Observe

Building Relationships with Administrators
Share Your Plans

• Demonstrate your confidence
• Set up meeting
  – Discuss their expectations
  – How often will you meet?
  – Share your plans for introducing yourself to staff and students

What Else?

• Class visits
• Back-to-School/Parent Information Night
• First Faculty meeting
  – Previous year concerns?
  – Visit classrooms to observe
  – Tours on first day
Building Relationships with Teachers

“\textit{You only have a moment to make a first impression!}”

- Learn names and subjects/grade levels taught
- Interact with everyone
- Project helpfulness and reliability
- Some questions to ask:
  - “\textit{What do you enjoy about teaching here?}”
  - “\textit{Are there students from last year you want me to be aware of?}”
What Else?

• Be a good listener, take notes
• Be aware of your “allies”
• Put together 10-15 minute presentation, “Who Is the Counselor?”
  – Does not have to happen in first two weeks.

Where to Begin with the Students
Planning and Preparation

- Creating your list of students “at-risk” of not succeeding
- Prevent problems
- Health/Medications list
- Students with 504 Plans
- Students with IEP’s

Meeting Students

- New Student Orientation
- Cafeteria
- Hallways
- Recess
- Observe
- Learn names as soon as you can
In Conclusion

Organization > Prevention > Confidence

Questions?

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