


ASCA WEBINAR SERIES



THE FIRST TWO WEEKS

Webinar Presenter: Patti Livingstone, M.S.
Webinar Date: August 15, 2017



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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





The slide has a white background with a green header bar at the top. On the left side of the header bar is the ASCA logo and the text "AMERICAN SCHOOL COUNSELOR ASSOCIATION". On the right side of the header bar, the words "ASCA WEBINAR SERIES" are written in a light blue, spaced-out font. Below the header, the main title "What Do I Need To Know Right Away?" is centered in a large, blue, sans-serif font.

- 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



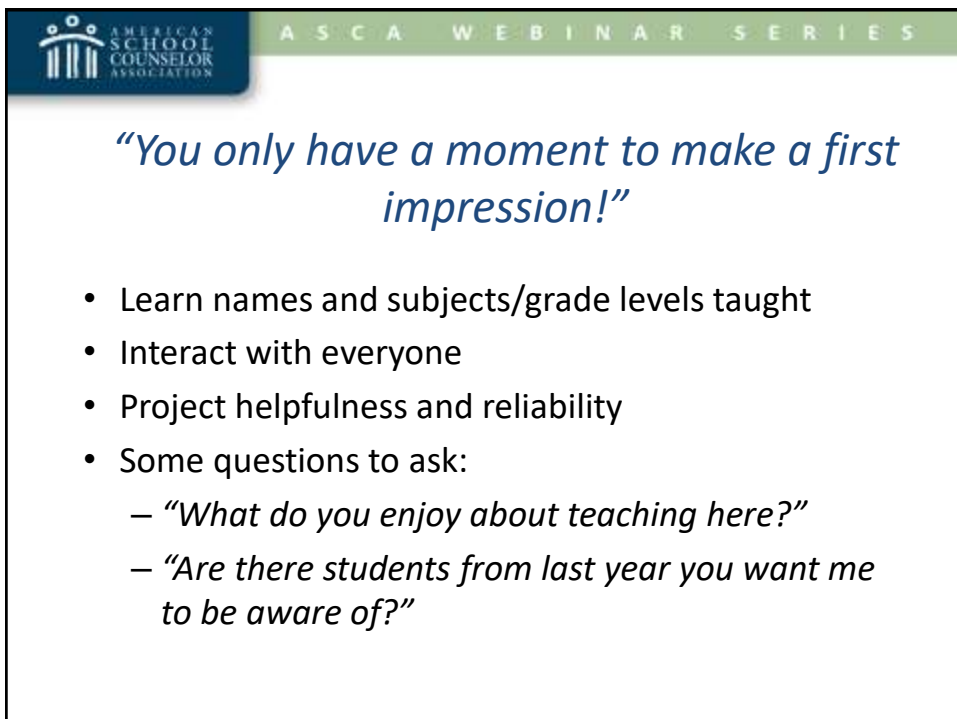
The slide features a green background with a faint image of a classical building facade. A dark blue banner on the left contains the ASCA logo and text. A white rounded rectangle on the right contains the title. At the bottom, the text 'ASCA WEBINAR SERIES' is displayed in a spaced-out font.




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Building Relationships with Teachers

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“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:
 - *“What do you enjoy about teaching here?”*
 - *“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





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In Conclusion



Organization → Prevention → Confidence

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Questions?

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