

**SCHOOL GUIDANCE COUNSELOR****SECONDARY SCHOOL COUNSELING**

Highly motivated and respected counseling professional with over six years of practical experience in Secondary Guidance Counseling and over 10 years of experience in the Mental Health field. Demonstrate stalwart dedication to related roles within the Behavioral Health field. Student-centered Educator highly committed to providing top-quality guidance and instruction, while promoting emotional, mental and overall academic development and post-secondary readiness. Collaborate with teachers, parents and students to alleviate academic and social concerns and develop future goals and plans. Possess exceptional ability to interact cohesively with parents, students and teaching staff and administrators. Spearhead atmosphere of responsibility and accountability which leads to overseeing programs that meet 100% compliance standard for both State and National Certification. Effectively and efficiently improve overall access to care by establishing and maintaining high quality, cost-effective services. Areas of strengths include:

- **Curriculum Design and Implementation:** Developed a High School Guidance Curriculum based on the Common Core Standards.
- **Therapeutic Support & Intervention:** Implemented behavior and emotional management interventions as specified by customized treatment plan.
- **Personnel Training & Supervision:** Mentor, train and supervised a staff of 40 counselors and supervisor.

- Compassionate Educator
- Individual Treatment Plan
- Evaluation & Assessment
- School Grief Counseling
- Intervention & Management
- Behavioral Disorders
- Critical Thinking & Analysis
- Records Management
- Case Management
- Drug & Alcohol Prevention
- Cultural & Socioeconomic Sensitivity
- Psychological Profiling

**EDUCATION**

*Immaculata University*, Malvern, PA

Master of Arts in Counseling Psychology, Certification in Secondary School Counseling, May 2008

*Shippensburg University*, Shippensburg, PA

Bachelor of Arts in Psychology May 2004

*West Chester University*, West Chester, PA

Post-Masters Clinical Certificate for Licensure-Currently Pursuing

**Practicum Experience**

*Secondary Guidance Counselor (Intern)*, Phoenixville High School, Phoenixville School District; Phoenixville, PA (484) 927-5116 (August 2007-April 2008, 450 Hours)

*Co-Occurring Disorders Therapist (Intern)*, Eagleville Hospital, Eagleville, PA (610) 539-6000 (May 2007-August 2007, 250 Hours)

**PROFESSIONAL COUNSELING EXPERIENCE**

**21<sup>st</sup> CENTURY CHARTER SCHOOL Grades 6-12**, Exton, PA • 2011-Present

**ALTERNATIVES UNLIMITED-TRI COUNTY LEARNING ACADEMY**, Pottstown, PA • 2010

**THE LINCOLN CENTER-NORRISTOWN HIGH SCHOOL, NORRISTOWN SCHOOL DISTRICT**, Norristown, PA, 2008-2009

**PHOENIXVILLE HIGH SCHOOL-PHOENIXVILLE SCHOOL DISTRICT (Long-Term Substitute)**, Phoenixville, PA • 2008

**PROFESSIONAL GUIDANCE COUNSELOR**

Deliver elite and specialized professional services to secondary school students to aid in their educational and emotional development, ensure successful mastery of school and academic standards and facilitate crisis management when necessary. Daily responsibilities include but not limited to the following:

- **Academic, Social & Post-Secondary Development:** Oversee and manage individual and group sessions with students, teachers, and parents as well as critical guidance and assistance with: Course scheduling/Transcript management, guidance and assistance with college applications, Scholarship selection/National Honor Society selection, Career and Post Secondary Education Planning, Senior class advising, Testing and Assessments-PSSA, CDT-Benchmarks, PSAT, SAT, Classroom instruction-"Careers 101 and Graduation Project."
- **Curriculum Development:** Manage and implement guidance curriculum for Middle School and High School.

- **Meeting Oversight & Involvement:** Oversee 504, IEP and GIEP meetings, Crisis intervention, RTII-Response to Intervention and Instruction.
- **Technical Proficiency:** Extensive use of Naviance-Planning for Success Database, FileMaker Pro, eSchool, and PowerSchool Student Information System Databases.
- **Home School Oversight:** Meet with home school administrators to conduct formal periodic reviews to be sure students are on the right track to transition back into the school environment.
- **Parental Education & Guidance:** Conduct courses for parents focusing on communication and discipline, post secondary education and financial aid process.
- **In-depth Assessment:** Conduct student intake interviews and provide referrals to external agencies where necessary
- **Records Management:** Monitor students' attendance routinely and attend truancy court as requested, transfer records, assist with enrollment, input records from previous schools and develop student schedules.
- **Crisis Management, Intervention and Prevention:** Develop and implement programs related to alcohol and other drug abuse and prevention; provide individual and group counseling to identified "high risk" students.
- Serve as Students Assistance Program (SAP) Advisor and Center of Arts and Technology (CAT Pickering) Liaison and enrollment.

## RELATED WORK EXPERIENCE

**MONTGOMERY COUNTY OFFICE OF DRUG AND ALCOHOL**, Norristown, PA • 2009-2010

### **DRUG AND ALCOHOL PREVENTION PROGRAM SPECIALIST**

Oversaw and coordinated of prevention and intervention programs throughout the county. Monitored providers for compliance with State and Local minimal standards and assessed budget needs for providers. Other duties included:

- Data collection and report writing.
- Grant writing for public and private funding.
- Providing training to the providers of clinical services.
- Representing the department at various community education events as a speaker and panel participant.

### **Independent Contractor**

**THE PROGRESSIONS COMPANY**, Pottstown, PA

### **OUTPATIENT THERAPIST**

As an Independent Consultant, conducted individual, family, group and school counseling sessions, performed intake assessments and created and maintained individual treatment plans and oversaw discharge planning. Other duties included:

- Delivering therapy in strict accordance with to the treatment plan goals.
- Observation of child behaviors while in the classroom.

**CHESTER COUNTY INTERMEDIATE UNIT**, Downingtown, PA • 2004-2008

### **THERAPEUTIC SUPPORT STAFF**

Provided direct one on one intervention as specified by the client's treatment plan. Maintained documentation pertaining to behaviors and interventions. Also, attended jobs specific training and participated in team meetings.

### **Part-time Summer Positions**

**LOWER PROVIDENCE TOWNSHIP**, Eagleville, PA • 2009-2010

### **CAMP DIRECTOR**

Hired, trained, oversaw and supervised camp staff's daily activities; responsible for the management of approximately 40 counselors and supervisors. Prepared and monitored camp budget, coordinated camp activities and planned camp trips.

- Interacted with campers and their families.
- Provided discipline when needed.

## AFFILIATIONS

ACA-American Counseling Association

PSCA-Pennsylvania School Counselor Association

Chi Sigma Iota-Counseling Academic & Professional Honor Society Int'l