

## Guidance Department FY 2011 Budget Descriptions

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The Guidance Department consists of one Director grades 9-12, three fulltime employees (counselors), and one secretary. The counselors provide direct service with caseloads of approximately 200 students each; the Director has a smaller caseload of approximately 50 students. Counselors are involved with personal/crisis counseling, academic, career and college advising. Counselors are responsible for managing and administering assessments such as MCAS, MAP, PSAT, SAT, referrals for evaluations through Special Education and writing 504 plans. The Director is also the AP Program Coordinator. Counselors sponsor several informational events for parents and students in the evenings. Counselors come in three days prior to the teachers to register new students and work on schedules; this is an extra stipend to their salary based on a per diem rate (approximately \$ 3,000).

The Guidance Department purchases *Naviance* (\$2,000), an on-line program that supports the Developmental Guidance Program. *Naviance* allows counselors to send e-docs to colleges for college applications, saving on postage costs. More importantly, the *Naviance* program provides a system to follow students and their developmental needs. Students take a Learning Style Inventory, Career Interest Survey, Personality Survey, and College Explore/ Search.

Guidance Instructional Materials include office supplies, professional memberships, and college resource materials. A small stipend is given to guest speakers for Financial Aid Night and Junior Parent Night (\$1,500). There is an additional account to cover the cost of Testing (\$2,500). Watertown underwrites \$15.00 per AP exam for students. Some of this cost is offset from money generated by college fair.

### FY 2011 Anticipated Needs:

• <i>Naviance</i>	\$2,000
• Registration stipend	\$3,000
• Instructional Materials	\$1,500
• Testing	\$2,500
• sub-total	\$9,000