

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 24, 2017

To: Site Administrators, Department Heads, and School Counselors

Subject: SCHOOL COUNSELORS & FIELDWORK STUDENTS OF THE YEAR

Department and/or Persons Concerned: Site Administrators, Department Heads, and School Counselors

Due Date: **Friday, May 5, 2017**

Reference: Celebrating School Counselors of the Year

Action Requested: Submit nomination forms for School Counselor of the Year electronically to the Counseling and Guidance Department/Office of Secondary Schools.

Brief Explanation:

The San Diego Unified School District Counseling and Guidance Department and Office of Secondary Schools alongside the Counseling and Guidance Governance Team will recognize School Counselors on June 1, 2017. During the celebration, the following three award categories for school counselors and counseling fieldwork students will be honored:

- A. School Counselors of the Year
 - Elementary (1 Counselor)
 - Middle (1 Counselor)
 - High School (1 Counselor)
 - Resource Counselor (1 Counselor)
- B. Rookie School Counselor of the Year (1 Counselor)
- C. Counseling Fieldwork Student of the Year (1 Student)

The district requests that each school site or department provide school counselor or counseling fieldwork student nominations to be recognized in the above categories (appropriate to your site/level/department). All nominations should be submitted electronically using the links included.

San Diego Unified School District School Counselors' and Fieldwork Students of the Year Nomination Forms must be submitted by an administrator using the following link:

https://docs.google.com/a/sandi.net/forms/d/e/1FAIpQLSc9NylgwSXXaYeN_iqwym2kieRkp6MGxEOFM_Kxch123JnzklA/viewform

Nomination forms are due no later than **Friday, May 5, 2017**. Please direct any questions you might have to Kara Teschner, Head Counselor kteschner@sandi.net or Noemi Villegas, Program Manager nvillegas@sandi.net.

When nominating a school counselor or counseling fieldwork student, the submission form must be completed all at once, so prepare your nominations prior to submitting the online form. The deadline to submit a nomination is Friday, May 5, 2017. The Award Categories are listed below:

Award Category	Candidate Qualifications	Suggested Process
School Counselors of the Year	Levels/Departments: <ul style="list-style-type: none"> • Elementary (1 Counselor) • Middle (1 Counselor) • High School (1 Counselor) • Resource Counselor (1 Counselor) * Note: K-8 counselors may be nominated under elementary or middle school levels.	Principals and department heads should work with their staff to select a School Counselor of the Year. Each candidate must have a <i>Nominee Recommendation Form</i> and <i>Letter of Recommendation</i> submitted by site/department administrator to be considered for this recognition.
Rookie School Counselor of the Year	Counselor must be new to the school counseling field OR new to our district, SDUSD, within the last two academic school years.	Principals and department heads should work with their staff to select a Rookie School Counselor of the Year. Each candidate must have a <i>Nominee Recommendation Form</i> and <i>Letter of Recommendation</i> submitted by site/department administrator to be considered for this recognition.
Counseling Fieldwork Student of the Year	Counselor must be or have been a SDUSD Fieldwork Student within the 2016 - 2017 school year.	Principals and Fieldwork Student Supervisor should work together to select a Fieldwork Student of the Year. Each candidate must have a <i>Nominee Recommendation Form</i> and <i>Letter of Recommendation</i> submitted by site/department administrator to be considered for this recognition.

Selection Process:

A selection committee consisting of Counseling and Guidance Governance Team subcommittee members and program managers will evaluate all nominations submitted. The committee will evaluate all nominations within the context of the selection criteria which are organized around three themes:

- School Counseling Program
- School Community Involvement
- School Counselor/Fieldwork Student Leadership and Commitment

The selection committee will recommend the finalists for the outlined award categories. There is no appeal process.

Administrators of nominees are invited to attend this special event as we celebrate the efforts of our school counselors and counseling fieldwork students.

For general information, please contact Kara Teschner, kteschner@sandi.net or Noemi Villegas, nvillegas@sandi.net.

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools

Attachment (1)

SAN DIEGO UNIFIED SCHOOL DISTRICT
School Counselors' of the Year / Rookie School Counselor of the Year / Fieldwork Student of the Year
School Counselor Recognition Event
Thursday, June 1, 2017 from 1:30 PM - 3:00 PM
Located: De Anza Cove (3000 North Mission Bay Drive, San Diego 92109)

This form should be submitted online at:

https://docs.google.com/a/sandi.net/forms/d/e/1FAIpQLSc9NylgwSxaYeN_iqwym2kieRkp6MGxEOFM_Kxch123JnzklA/viewform

Please have the following information ready in order to submit your electronic nomination:

1. School or Department Name
2. Name of Administrator Recommending Nominee
3. Administrator Email
4. Name of Nominee
5. Nominee's Email Address
6. Award Category:
 - A) School Counselors' of the Year
 - Elementary (1 Counselor)
 - Middle (1 Counselor)
 - High School (1 Counselor)
 - Resource Counselor (1 Counselor)
 - B) Rookie School Counselor of the Year (1 Counselor)
 - C) Counseling Fieldwork Student of the Year (1 Student)
7. Level/Resource Counselor (Note: K-8 may nominate under Elementary or Middle)
8. Describe your nominee's: School Counseling Program, School Community Involvement and site/department Leadership and Commitment
9. Nominee Highlights
10. Please upload
 - A) Letters of Recommendation (Required)
 - B) Nominee Portrait (Optional)
 - C) Nominee Action Photos (Optional)

If nominating a candidate, please ensure that they will be attending the event, all nominees will be recognized. Every nominee will receive a certificate so all forms must be submitted by the due date so that production of the certificate can take place in a timely manner.

For general information, please contact Kara Teschner, kteschner@sandi.net or Noemi Villegas, nvillegas@sandi.net and submit your nomination by **Friday, May 5, 2017**.