



PUENTE COUNSELOR BOTTOM LINES

Counseling Component

- Maintain all Puente selected students on his/her counselor caseload
- Ensuring 9th and 10th grade cohorts remain intact
- Scheduling, Class Registration & Programming
- Cross Cultural Counseling
- Individual academic guidance for all students - college preparatory
- Student workshops and presentations
- College Campus Visits & Cultural Field Trips
- Community Building/Puente Familia
- Puente Club Advisor

Student Recruitment & Selection

- Adherence to the *Student Selection Guidelines*.
- Outreach to feeder middle school(s) to present the Puente Program and encourage the application process.
- With collaboration with the Puente teacher(s), the counselor selects a mixed ability class with equal distribution among the Puente student categories.

Community Leadership Component

Counselor supports the teacher in engaging students in highlighting aspects of community engagement and leadership.

Parent Involvement

Ongoing parent communication
Puente Parent Workshops

Individual Parent Meetings
Parent Advisory Council

Student Data Collection and Submission

Student data collection and submission are critical to program evaluation, improvement and accountability. Counselor will return data collection forms to the statewide office by the date specified.

Plan Puente Budget

In collaboration with Puente teacher and Puente statewide office, the counselor will establish the annual budget and submit budget for annual review.

Puente Team Collaboration

Puente counselor and teacher(s) work as a team, collaborating with the site administrator to foster a college going culture.

Training and Support

- Attend all Puente Regional and Component Trainings
- Complete the Puente Summer Institute
- Attend counselor conferences hosted by UC, CSU and Private Universities
- Communication with Puente Statewide Counselor Training Coordinator