



WSCA Professional Development & Education Coordinator

Position Role and Responsibilities

OUR MISSION:

The mission of WSCA is to advance the profession of school counseling in preschool through post-secondary in order to maximize the academic performance, career planning, and personal/social growth of every student.

GOVERNING (ENDS) POLICIES:

Conditions exist so the Wisconsin School Counselors will practice with the highest level of effectiveness.

*** School counselors (active and pre-service) will be knowledgeable about effective school counseling practices.**

- School counselors are knowledgeable about the development, implementation and evaluation of comprehensive school counseling programs.
- School counselors are knowledgeable about current ethical and professional practices and their application.
- School counselors are knowledgeable about current trends in school counseling and education.
 - School counselors are actively engaged in state and national initiatives that impact the school counseling profession.
- School counselors are knowledgeable about leadership and advocacy principles.
- School counselors are knowledgeable about culturally responsive practices.

***Key Stakeholders (including but not limited to) school administrators, policy makers, and community members will understand the impact made by the school counselor implementing a comprehensive school counseling program.**

Qualifications:

The Professional Development and Education Coordinator

- A. must be a member of the Wisconsin School Counselor Association.
- B. must be a Professional, emeritus or retired members.

Term of Office:

The Professional Development and Education Coordinator

- A. Shall be appointed by the WSCA Executive Director for a 3-year term.

Role Description:

The Professional Development and Education Coordinator works to provide professional development opportunities to members outside of the annual conference. These professional development opportunities work to meet the governing policies (ends) and member needs. The Professional Development and Education Coordinator works to bring opportunities to different geographical areas of the state as well as online opportunities as available.

Role Responsibilities:

1. Operating under the Governing (Ends) Policies to serve members' professional development needs.
2. Plan, coordinate and arrange the annual Leadership Academy with the Professional Development & Education Committee.
3. Plan, coordinate and arrange the annual Fall Summit with the Professional Development & Education Committee.
4. Delegate tasks as needed to carry out the Professional Development & Education Committee business.
5. Prepare promotional/informational items about Leadership Academy and Fall Summit for each Counselink and WSCALink newsletter.
6. Prepare articles for the Counselink and WSCALink Newsletters as needed.
7. Maintain Professional Development & Education Committee membership
8. Develop an annual budget to be submitted to the Treasurer
9. Attend all coordinator meetings
10. Attend the Annual conference and host sectionals as assigned by the conference committee
11. Attend LDI
12. Come prepared to all coordinator meetings by reading all coordinator reports
13. Review and provide feedback for WSCA web-site content
14. Seek sponsorships and partnerships
15. Work with MDS in coordinating committee job duties and timeline to ensure timely completion
16. Oversee WSCPAR sub-committee
17. Set time and place of any committee meetings.
18. Work with committee chairs and governing board in joint committee ventures
19. Attend Finance Committee meetings

WSCA Professional Development & Education Coordinator Timeline of Responsibilities

* Indicates supporting document on WSCA File Share

June

- June 1 Pre-conference Deadline, if presenting
- Work with MDS on Leadership Academy questions/issues/registration
- Develop confirmation email for Leadership Academy Attendees, including presenter handouts. Due to MDS by mid-July.*1

July

- Submit Committee Report for July/August Coordinator meeting
- Finalize Academy Registration with MDS
- Arrange for pick up/drop off and housing of Academy presenter, if needed
- Develop electronic follow-up survey for Summer Leadership Academy (surveymonkey)
- Seek at least one sponsorship/partnership
- Work with MDS on Leadership Academy questions/issues/registration
- Ensure Fall Summit Registration is opened by mid July *2

August

- Attend LDI

- Facilitate Summer Academy
- Promote WSCA at the Academy
 - Opening comments by WSCA Board Chair, Executive Director
 - Have each chair say something brief about their committee (optional)
- Conduct electronic follow-up survey for Summer Leadership Academy before participants leave
- Send survey results to presenters & Executive Director
- Prepare September Board report
- Submit Counselink Article
- Seek at least one sponsorship/partnership

September

- Submit Board Report 9/1 – Stacy?
- Establish Professional Development & Education Committee regular meeting days and times (monthly)
- Prepare for Professional Development & Education Committee meeting
 - Establish agenda with goals, ends policy
 - Include background information for decision making (survey results, past attendance/topics of Summer Academy & Fall Summit, etc.)
- Work with Professional Development Committee to develop ideas for the next Summer Academy
- Begin finding possible location, dates, and speakers for Summer Academy and Fall Summit (following year)
- Request Fall Summit powerpoints from presenters to Leah at MDS, finalize agenda
- Finalize Fall Summit participant confirmation email (directions, parking, handouts, technical details, grad course info) & send to MDS.
- Seek at least one sponsorship/partnership

October

- Attend 2nd Board Meeting
- October 1 – Deadline for WSCPAR submissions
- Plan and conduct monthly PD&E Committee Meeting
 - Finalize Date, location, and topic(s) for Summer Academy and Fall Summit
 - Pursue other educational initiatives like webinars
- Finalize plans for Fall Summit with Education Committee and MDS
 - Education Committee Duties at Summit
 - Register participants at Summit
 - Confirm catering counts, details
 - Develop Fall Summit follow-up survey
 - Prepare opening remarks for Fall Summit
- Facilitate Fall Summit
 - Conduct Fall Summit survey at end of day
- Submit Conference sectional proposals, encourage others to submit
- Participate in WSCPAR Scoring committee (choice)

November

- Send Fall Summit survey results to Presenters, Education Committee, & Executive Director
- Share WSCPAR scoring committee results with Executive Director
- Prepare “save the date” information for Summer Academy & Fall Summit

- Due to conference committee Nov. 15th – print ready *3
- Plan and conduct monthly PD&E Committee Meeting
 - Leadership Academy Work
 - Finalize dates for Summer Leadership Academy
 - Finalize cost for Leadership Academy member/non-member, early-bird/regular cost
 - Contact possible speakers for Leadership Academy
 - Finalize speaker and set up contract for Leadership Academy
 - Grad credit – ask Stacy Eslick
 - Work on setting up catering
 - Pursue other educational initiatives like webinars
- WSCPAR Scoring meeting
- Write Counselink article, as needed

December

- Plan and conduct monthly PD&E Committee Meeting
 - Leadership Academy Work, continued
 - Finalize dates for Summer Leadership Academy
 - Finalize cost for Leadership Academy member/non-member, early-bird/regular cost
 - Contact possible speakers for Leadership Academy
 - Finalize speaker and set up contract for Leadership Academy
 - Grad credit – ask Stacy Eslick
 - Work on setting up catering
 - Pursue other educational initiatives like webinars
- WSCPAR Scoring finalized
 - WSCPAR sub-committee notifies award applicants of status
 - WSCPAR sub-committee providing press releases to winners' local media outlets
 - Rubric changes for following year may take place
 - Website / rubric changes due to MDS mid-January

January

- Attend coordinator meeting
- Plan and conduct monthly PD&E Committee Meeting
 - Summer Academy Work, if needed
 - Fall Summit Work
 - Finalize dates for Summer Leadership Academy
 - Finalize cost for Leadership Academy member/non-member, early-bird/regular cost
 - Contact possible speakers for Leadership Academy
 - Finalize speaker and set up contract for Leadership Academy
 - Grad credit – ask Stacy Eslick
 - Work on setting up catering
 - Pursue other educational initiatives like webinars
- WSCPAR Scoring finalized
 - WSCPAR sub-committee notifies award applicants of status
 - WSCPAR sub-committee providing press releases to winners' local media outlets
 - Rubric changes for following year may take place
 - WSCPAR Committee to recruit workers for WSCPAR booth (Todd)
- Prepare sectional presentation for Annual Conference (if presenting)

February

- Plan and conduct monthly PD&E Committee Meeting
 - Pursue other educational initiatives like webinars
- Attend Annual Conference—host/give sectionals
- Present WSCPAR awards
- Thank all exhibitors personally at the conference

March

- Plan and conduct monthly PD&E Committee Meeting
 - Pursue other educational initiatives like webinars
- Open registration for Summer Academy *4
 - E-mail blast Summer Academy info to WSCA Members
- Counselink Article Due (Include Summer Academy Information)
- Work with Finance Committee to prepare next year's budget
- Submit budget request to Executive Director for next year
- Fall Summit Work
 - Finalize Fall Summit Topics
 - Determine presenters for Fall Summit, catering, agenda
 - Determine Fall Summit graduate credit – Stacy Eslick

April

- Plan and conduct monthly PD&E Committee Meeting
 - Pursue other educational initiatives like webinars
- Fall Summit Work, continued
 - Finalize Fall Summit Topics
 - Determine presenters for Fall Summit, catering, agenda
 - Determine Fall Summit graduate credit – Stacy Eslick
- Submit board report for April board Meeting
- Attend Committee Meeting
- Work with MDS on Leadership Academy questions/issues/registration

May

- Plan and conduct monthly PD&E Committee Meeting
 - Plans for summer communication, fall meeting schedule
- Open Fall Summit Registration
- Work with MDS on Leadership Academy questions/issues/registration
- Consider workshop for Pre-conference