

ADMINISTRATIVE CIRCULAR NO. 208
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 15, 2020

To: Site Administrators, Department Heads, and School Counselors

Subject: SCHOOL COUNSELOR & FIELD WORK STUDENT OF THE YEAR

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

Due Date: Wednesday, May 27, 2020

Reference: Celebrating School Counselor of the Year

Action Requested: Submit nomination for School Counselor of the Year electronically to the Counseling and Guidance Department School of Innovation and Integrated Youth Services

Brief Explanation:

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

- A. School Counsels of the Year
 - Elementary (1 Counselor)
 - Middle (1 Counselor)
 - High School (1 Counselor)
 - Resource (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 following link: <https://bit.ly/scoy1920>

Nominations are due no later than Wednesday, May 27, 2020. Please direct questions to Jason Maher, Head Counselor at jmaher@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 Award Categories are listed below.

Award Category	Candidate Qualification	Suggested Process
School Counselors of the Year	Levels/Departments: 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, department heads, or staff should work with their sites/departments to select a School Counselor of the Year.
Rookie School Counselor of the Year	Counselor must be new to the school counseling profession; within the last 2 years	Principals, department heads, or staff should work with their sites/departments to select a Rookie School Counselor of the Year.
Counseling Fieldwork Student of the Year	Fieldwork student must have experience in the current academic year to be eligible.	Principals, department heads, or staff should work with their sites/departments to select a Fieldwork Student of the Year.

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 Community Involvement
- Leadership and Commitment Distance Learning

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

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

For general information, please contact Jason Maher, jmaher@sandi.net.

Originating Manager



Sharon Rubalcava
Counseling & Guidance Department

APPROVED:



Sofia Freire
Chief of Leadership and Learning

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