

# Guidance Counselor

Sharon wanted to get into another district closer to her home, as she had a daily commute of over one hour.

## SHARON WISE

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### SCHOOL GUIDANCE COUNSELOR

Dedicated elementary, middle, and high school guidance counselor, skilled at providing positive direction for students' academic, social, and emotional well-being. Work effectively with children with ADHD and with multicultural and diverse populations. Counseling Skills include:

*Guidance Curriculum:* Classroom Guidance Lessons; Career Awareness; Conflict Resolution/ Social Skills; Developmental Awareness

*Individual Planning:* Student Assessments; Student Placement & Scheduling; New Student Transition; Academic & Career Advisement

*Responsive Services:* Mental Health; Family & Teacher Consulting; Crisis Intervention & Grief Management; Psycho-Educational Support Groups

*Systems Support:* Program Evaluation; Program Development & Coordination; Needs Assessment; Committee Participation

### EDUCATION / CERTIFICATION

**MA**, *School Counseling*, UNIVERSITY OF DETROIT-MERCY, Detroit, MI

**MA**, *Teaching*, MARYGROVE COLLEGE, Detroit, MI

**BA**, *Teaching - Social Studies/French*, MICHIGAN STATE UNIVERSITY, East Lansing, MI

**Certified** - *Counseling* - K-12 - State of Michigan

**Certified** - *Social Studies & French* - grades 7-12 - State of Michigan

**Certified** - *LLPC* - expected completion 7/03

### PROFESSIONAL EXPERIENCE

HARTLAND COMMUNITY SCHOOLS, Hartland, MI  
**SCHOOL COUNSELOR**

2005 - 2006

Provide individual and small-group counseling sessions and large-group counseling presentations within classroom and guidance office environments for a school with 800 students. Participate in parent/teacher meetings to discuss and develop emotional and behavioral strategies for students with physical, mental, and emotional challenges.

- Developed 45-minute Bully-Proofing classes and presented them to each of 30 classes in the building.
- Wrote a monthly article for the school newsletter on a topic of relevance.
- Facilitated students participating in the Midwest talent search for the Gifted & Talented program.
- Held orientation for new students and their parents, providing them with a schedule of classes and showing them around the building.
- Created 30-minute Career Awareness/Exploration sessions so students would become exposed to various career options. Organized a Career Day, arranging for 40 speakers in various fields to talk with the students about their profession.
- Facilitated support groups dealing with social and coping skills, and conducted needs assessment and program evaluation with staff and students.
- Designed a survey for students and teachers to evaluate the guidance program.
- Hung a display of bully-proofing pledges in the shape of the American flag, with children earning hearts instead of stars for "acts of kindness."

- Participated as a team member for the School Improvement Team (SCIT).
- Performed Title I coordinator duties, planning and organizing initial structure mailings, assigning students to teachers, adhering to budgets, and scheduling classes.

**NOVI COMMUNITY SCHOOLS, Novi, MI  
GUEST TEACHER**

2003 - 2005

Substituted in. the middle school and high school, teaching most subjects, including special ed. Immediately tried to develop a rapport with students and engage in discussion of relevant topics. Facilitated the discussion to steer towards daily lesson plan. Discussion and debate kept students centered, entertained, and open to learning.

- Given long-term teaching assignment for students with disabilities. Taught math, science, and social studies in grades 6-8 for a full semester. There were 5-10 students in each of four classes, ages 11-13; many students had ADHD. Wrote lesson plans, graded assignments, and consulted with parents.

**DETROIT PUBLIC SCHOOLS, Detroit, MI  
FRENCH & SOCIAL STUDIES TEACHER**

1996 - 2003

Taught five classes each day, with each class having between 30 - 35 students, engaging their curiosity and research abilities in structured classroom activities. Provided lectures, notes, study guides and projects for courses in American History, Government, Economics, World Geography, Global Issues, and French.

- Devised an effective structure for parent communication.
- Gathered resources as supplemental materials to be used in conjunction with assigned texts to give students a richer experience.
- Assigned different subjects each year, showed flexibility in providing first-rate learning experience for each subject.
- Developed a system to track work and assignments while moving to different rooms for each class period.
- Provided students with practical experience, such as making menus and calendars in French.
- Member of School Improvement team and on the committee to improve student self-esteem.

**PROFESSIONAL MEMBERSHIPS**

- American Counseling Association
- American School Counselor Association
- Michigan Counseling Association
- Michigan School Counselor Association

**RECENT CONFERENCE PARTICIPATION**

*Launching Career Awareness* - Oakland Education Service Agency  
*Legal Issues for School Counselors* - Washtenaw County Counselors Association  
*Counseling Groups in Crisis* - Michigan Association of Specialists in Group Work  
*A.D.H.D in the New Millennium* - Oakland Schools  
*Bully-Proofing Your School* - Oakland Schools  
*The Human Spirit & Technology* - Michigan Counseling Association  
*Understanding Attachment Disorders* - Medical Educational Service  
*Grief Counseling Skills* - Cross Country University