

# Williams Avenue Elementary

School Counselor

Teresa Barksdale (tbarksdale@fpcsk12.com)

256-845-0626 (Ext. 3036)



Schedule	Times	Guidance (every other week) Schedule
My office	7:30 to 8:00	My office
<b>My Office</b> Individual counseling sessions (M-F) and/or small groups, meetings, paperwork, and emails.	8:00 to 8:40	Guidance (Tuesday, Wednesday, Thursday)
<b>My Office</b> Individual counseling sessions (M-F) and/or small groups, paperwork, and emails.	8:50 to 9:30	<b>Guidance</b> ( Tuesday, Wednesday, Thursday)
<b>Reading</b> (Kerri Garrentt's room) 1 class (4 students so far)	9:45 to 10:15	<b>Reading</b> (Kerri Garrentt's room) 1 classes (4 students so far)
<b>My Office</b> Records, enrolling, withdrawing, referrals, Teacher needs, 504, EL, Testing, Parent conferences, Charity Organizing (Sept-Dec), and Backpack buddies on Fridays Individual counseling Students CED (Monday, am) and CED (Thursday, am)	10:30 to 11:10	Guidance (Monday, Tuesday, Thursday, Friday) Every other week of Guidance, will be helping Kerri with paper work.
	11:20 to 12:00	Guidance (Monday, Thursday, Friday)
<b>Lunch</b> Individual Counseling (M-F) Finishing paperwork Planning groups, reading, and individual student academics	12:00 to 12:30 <b>Working Lunch</b>	<b>Lunch</b> Individual counseling (M-F) Finishing paperwork Planning groups, reading, and individual student academics
My Office, paper work, meeting with students, teachers, and parents, individual or small group counseling, filing, making sure cumulative folders are up to date, and completing address changes or any updates to students records needed. All of this is throughout the day until 3:00 or later	12:30 to 1:10	Guidance (Monday thru Thursday)
	1:20 to 2:00	Guidance (Tuesday through Friday)
Also helping with reading paperwork in Kerri Garrett's room as needed by her.	2:10 to 3:00	Planning (car duty Tuesday and Thursday) starting @ 2:35