

Crystal Chapman

OBJECTIVE	To promote the importance of education and to prepare students for success
EDUCATION	<p><i>Master of Education—Counseling Education</i> (Summer 2011) Lubbock Christian University Lubbock, Texas</p> <p><i>Bachelor of Science—Multidisciplinary Studies with an emphasis in ELAR/Social Studies</i> (May 2003) Texas Tech University Lubbock, Texas</p> <p>Associate of Arts Degree (May 2000) South Plains Junior College Levelland, Texas</p>
CERTIFICATIONS	<p><u>Texas Certifications Earned</u> School Counselor (Grades K-12), Teaching Certificate ELAR/Social Studies, Grades 4-8</p>
EMPLOYMENT	<p><u>Alpha Counselor-San Angelo Independent School District 2016-Present</u> Currently serving as a high school counselor at Central High School for grades 10-12. 504 Coordinator for my alpha, ELL/ESL/Migrant school coordinator, work with all students to assist them in planning for their current schedule and future endeavors (college, career, and military). Facilitates scheduling, parent meetings, grade level orientations and presentations. Assist with college and career goals and counseling, financial aid and college applications. Counsel students for personal as well as academic concerns, graduation requirements, and at-risk and first-generation students. Work fluidly with the team of other counselors, administrators, staff, and parents. Assist with and test for ASVAB, PSAT, AP, and STAAR state testing. Collaborate to refer students as needed for special programs or outside agencies for additional support. Advocate for a school environment in which diversity is acknowledged and respected, resulting in positive interactions across all cultures, genders, ethnicities, and learning styles. Adhere to, follow, and promote legal, ethical, and professional standards. Adhere to federal, state, district and campus legal standards, policies, regulations, and procedures. Use accepted theories in addressing personal, social, career, cognitive, and educational development. Administer, review, and evaluate career standardized data profiles, such as the O*NET, to assist students with career and vocational awareness, exploration, and planning. Identify, analyze, and address through intervention academic, behavioral, social, and emotional barriers that may interfere with growth.</p> <p><u>Special Education Contract Counselor-San Angelo Independent School District 2015-2016</u> Counseled and worked with SAISD Special Education students in grades K-12, in multiple schools based upon their needs and requirements based on their IEP. Attended ARD's for students, communicated with teachers and parents about the student, and counseled each student based upon their counseling goals. Consult with school staff, parents, and community members to promote understanding of human relations and student development, human behavior (including exceptionalities), and environment. Provide small group counseling as a needed part of responsive services in a comprehensive school counseling program.</p> <p><u>Alpha Counselor—Lubbock Independent School District 2011-2015</u> Serve as an alpha counselor of a team of seven counselors who serve 2100+ students in grades 9-12 at Lubbock High School. Work closely with alpha team associate principal and attendance secretary once a week to meet about our students. Create, maintain, and change schedules for alpha. Specialist for the Dual Credit Program with South Plains College, Co-coordinator and Counselor for Advancement Via Individual Determination (AVID), Coordinator for all scholarships and 9th-12th grade newsletters, Student Support Team/Section 504, Special Education scheduling and counseling and College & Career Readiness Program. Assist with August, January & May graduation ceremonies. Maintain PEIMS reporting, Career & Technology Education coding and other various administrative duties. Supervise office</p>

practice students. Facilitate scheduling, parent meetings, guidance lessons and group counseling. In charge of Anti-bullying groups such as Natural Helpers and counselor member of Talk About It. Assist with college and career goals/counseling, financial aid and college applications and college/career consulting. Organize meetings with AVID site team to disseminate information, recruit new AVID students, schedule all AVID students, oversee AVID data and certification documentation. Active member of the district Crisis Team. Maintain counseling website. Counseled students for personal as well as academic and attendance related issues and Personal Graduation Plans/HB5. Attend professional development conferences, workshops and meetings when applicable. Work closely with staff of 140. Assist with the organization and administration of TAKS (previous years), STARR/EOC, PSAT, SAT, TSI and Advanced Placement exams. Assist with the coordination of summer school and online school programs. Maintained a positive work environment and exhibited team work with staff, students, administration and parents. Provide leadership for the campus school counseling program. Provide individual and group guidance to assist students in developing and applying skills for maximum educational, career, and interpersonal relations. Provide individual counseling and planning to guide students as they plan, monitor, and manage their own educational, career, personal, and social development with appropriate interventions that assist in personalized goal-setting.

English Language Arts and Reading Teacher--Lubbock Independent School District 2003-2011
 Taught 6th grade ELAR, 7th grade Reading and Writing, and 8th grade, as well as TAKS remedial courses during the duration of my teaching career.

PROFESSIONAL ORGANIZATIONS

Texas Counseling Association

SKILLS

Excellent communication & organizational skills
 Proficient computer skills
 Creative, innovative learning experiences
 Effective leadership skills

Exceptional management skills
 Excellent people skills
 Trained in character education
 Good public speaking ability