

Norma Guzman, M.Ed. LPC-A

Education

Sul Ross State University, Alpine, Texas 2019-2020

Courses required for Licensed Professional Counselor State of Texas License

Angelo State University, San Angelo, Texas ~ August 2010

Masters of Education – Guidance and Counseling

Sul Ross State University, Alpine, Texas ~ May 1999

Bachelor in Elementary Education and Minor in Bilingual Education

Professional Certifications

- Licensed Professional Counselor-Associate License # 85284 ~ Jackie L. Lee, Supervisor
- School Counselor - Grades Early Childhood -12th
- Classroom Teacher English Language Arts and Reading - Grades 8th -12th
- Bilingual/ESL-Spanish - Grades 1st -8th
- Bilingual/ESL-Spanish - Grades PK-12th
- Early Childhood Education-Handicapped - Grades PK-6th
- English as a Second Language - Grades PK-12th
- Early Childhood Education - Grades PK-KG
- Elementary Bilingual/ESL-Spanish - Grades 1st -8th
- Elementary Self-Contained - Grades 1st -8th

Professional Experience

Angelo State University, Member of Texas Tech University System, San Angelo, Texas

Adjunct Faculty, Curriculum & Instruction, August 2017- October 2019

- Instruct graduate level candidates through feedback within assignments, emails, and Class Cafe
- Evaluate and score graduate level work
- Facilitate online class instruction
- Utilize Blackboard Learning Management System for online courses
- Support and engage students throughout the course
- Mentor students through meaningful communication and supportive feedback
- Communicate and collaborate with instructional team
- Utilize professional experiences to enhance course content with real-world, practical insights
- Give input and feedback for course improvements
- Review improvements from instructional team
- Assist professors with student contact through email, announcements, feedback, scoring and any other requirements for the online graduate courses.

Graduate Courses Facilitation (online):

- EDG 6331 Role of the School Counselor Fall A 2019
- EDG 6324 Career and Occupational Counseling Summer 2019
- EDG 6320 Individual Counseling Spring B 2019
- EDG 6321 Group Counseling Spring A 2019
- EDG 6320 Individual Counseling Fall B 2018
- EDG 6331 Role of the School Counselor Fall A 2018
- EDG 6331 Role of the School Counselor Summer 2018
- EDG 6324 Career and Occupational Counseling Spring B 2018
- EDG 6331 Role of the School Counselor Spring A 2018
- EDG 6320 Individual Counseling Fall B 2017
- EDG 6331 Role of the School Counselor Fall A 2017

Junction Independent School District, Junction, Texas Junction Elementary School Counselor, 2010 – Retired - May 2021

Counseling

- Counsel students in grades kindergarten through fifth grades, utilizing Cognitive Behavioral Therapy, Person-Centered Therapy, Reality Therapy, and Choice therapy approaches to address social emotional, assertive, and poor academic performance concerns
- Facilitate sessions built around rapport-building, minimal encourages open-ended questions reflection of feelings, paraphrasing self-disclosure, and summarizations
- Apply ethical principles when dealing with students, staff, parents, and community
- Maintain strict ethical principles and confidentiality with minors and adults throughout all programs

Individual Counseling

- 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
- Conduct minute meetings with individual students to survey student needs
- Conduct check-in-check out daily interviews with students regarding their needs
- Counsel students in short-term crisis situations such as personal, attendance, motivation, bullying victim, grief, and classroom behavior issues
- Intervention planning with teachers and principal to decide best course of action for student academic and behavior success

Group Counseling

- Provide small group counseling as a needed part of responsive services in a comprehensive school counseling program. The type of group used will depend upon the crisis response
- Lead various counseling groups and classroom groups in topics that include: social skills, self-esteem, friendship skills, divorce, grief, academic issues, conflict

resolution, behavioral issues, bullying, sexual harassment, careers, anxiety, motivation, sexual identification, crisis, and assertiveness skills training

- Lead lunch bunches for different student needs such as social skills, divorce, grief, friendships, test anxiety, goal setting, study skills, and leadership

Career Exploration

- Administer, review, and evaluate career standardized data profiles, such as the O*NET, in order to assist students with career and vocational awareness, exploration, and planning
- Schoolwide implementation of career and college readiness research-based lessons
- Implementation of O*Net OnLine to educate students on career clusters and exploring occupations
- Student administration of personality and aptitude tests
- Instruction in community helpers and first responders
- Career exploration and educational goals
- Educational-vocational exploration and educational goals
- College, military, and educational exploration and goals
- Implementation of Workforce Solutions in career exploration “When I Grow Up” curriculum for Kindergarten through fifth grades
- Implement the Texas Career Reality check to educate students of their future career, lifestyle and, educational goals

Classroom Guidance and Schoolwide

- Monitor growth and development of students throughout childhood and adolescence, noting environmental, social, and cultural factors that affect learner’s development
- Consult with school staff, parents, and community members to promote understanding of human relations and student development, human behavior (including exceptionalities), and environment
- Identify, analyze, and address through intervention academic, behavioral, social, and emotional barriers that may interfere with growth
- 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
- Apply research-based practice to improve the school guidance and counseling program
- Use counseling-related research techniques and practices as well as technology and other resources to facilitate continued professional growth
- Collaborate to refer students as needed for special programs or outside agencies for additional support.
- Interpret standardized test results and other formal and informal assessment data to guide students in individual goal setting and planning in collaboration with school personnel
- Created researched based lessons on topics such as conflict resolution, social

skills, bullying, cyber-bullying, alternate behaviors for bullies, friendship, anti-drug, goal setting, careers, college readiness, responsibility, respect, acceptance, diligence, citizenship, kindness, courage, fairness, honesty, mindfulness, and the Leader in Me to promote students' academic achievement as well as social, emotional, and behavioral success

- Designed and present classroom guidance lessons for kindergarten through fifth grades students on special topics upon teacher request
- Lead and model whole classroom conflict resolution
- Participate in parent/teacher meetings to discuss and develop emotional and behavioral strategies for students with physical, mental, emotional challenges, and regular education students
- Write a monthly article for the school newsletter on a topic of relevance
- Conduct teacher/staff counseling needs assessment
- Maintain student records in accordance with FERPA regulations and request new student records as needed
- Conduct parent meetings in Spanish and translate for staff as needed
- Utilize qualitative and quantitative data to assess effectiveness of Tier II and Tier III interventions and shared these results with administrators, staff, parents and students
- Data desegregation in order to set in place appropriate interventions for academically and behaviorally struggling students
- Establish positive relationships with students, parents, staff, administration, and community

School and District Teams

- Campus Testing Coordinator
- Campus Improvement Committee
- Respond to Intervention Coordinator
- District Improvement Committee
- Positive Behavior intervention
- Professional Learning Community (PLC)
- Crisis Intervention Team
- Parental Involvement
- 504 Team Member
- Coordinate with principal and teachers to evaluate and improve school-wide behavior interventions and support
- Participate in learning community Student Success Team to identify data-based needs and support for students in intervention for academics or behavior
- Formulate yearly federally mandated At Risk Report for State Compensation Program
- Compile and formulate the Early Reading Indicators report for beginning and end of school year
- Migrant and Homeless liaison for Junction ISD and provide assistance as needed for the families and adhere to the McKinney-Vento Act

- Liaison for the community assistance programs for our needy families. I seek and find aid from local churches or business to help students who are in need
- Conduct student observations for Response to Intervention and Positive Behavior Intervention process
- STAAR and TELPAS campus district testing coordinator and staff trainer
- Student Council coordinator: plan canned food drive, fundraising events, toy drive, baked goods, and other needs as they arise
- Provide translations in Admissions, Review and Dismissal meeting for Spanish speaking parents

Team Chairperson

- Gifted & Talented and testing coordinator
- Respond to Intervention (RTI)
- Positive Behavior Intervention (PBIS) Committee
- Student Council
- Coordinate with principal and teachers for student interventions, 504, RTI, and Positive Behavior Intervention System (PBIS) programs

School Wide Events and Campaigns

- Career, Military, and College Readiness
- Random Acts of Kindness
- Red Ribbon Week, Anti-Bullying
- Wear Orange Against Bullying
- Veterans Day Celebration
- Wear Blue Against Child Abuse
- Earth Day

Lamar University, A Member of the Texas State University System, Beaumont, Texas

Student School Counselor Supervisor, spring semester 2015

Student Counselor Supervisor for School Counseling Practicum and Internship

Junction Independent School District, Junction, Texas

Junction Elementary – English Language Learner (ELL) Teacher

ELL Teacher for Junction ISD for kindergarten -12th grade students, 2001-2010

- Provided a nurturing, supportive and encouraging learning environment
- Assessed students to establish qualification into or exit out of the program
- Planned, developed, organized and delivered research-based instruction to ELL students
- Administered all state mandated assessment
- Completed and maintained accurate student records and forms
- Maintained accurate student progress records
- Worked cooperatively with classroom teachers to assist students
- Conducted staff training on ELL instructions best practices
- TELPAS teacher trainer
- LPAC coordinator for the district
- ESL district coordinator

- Adhered to laws, ethics, and standards for teaching ELL students

Howard College, CO-OP Adult Basic Education, San Angelo, TX

Adjunct Teacher of Adult English as a Second Language Classes, 2007-2009

- Provided a nurturing, supportive and encouraging learning environment
- Assessed students to establish qualification into or exit out of the program
- Planned, developed, organized and delivered research-based instruction to ELL students
- Assisted students in the immigration process
- Prepared student with immigration tests
- Administered benchmark testing to all students
- Completed and maintained accurate student records and forms
- Maintained accurate student progress records
- Adhered to the laws, ethics and standards for teaching ELL students
- Administered all state mandated assessments
- Completed and maintained accurate student records and forms
- Maintained accurate student progress records

Edinburg Consolidated Independent School District, Edinburg, Texas

4th Grade Bilingual Teacher, 1999-2001

- Provided a nurturing, supportive and encouraging learning environment
- Assessed students to establish qualification into or exit out of the program
- Planned, developed, organized and delivered research-based instruction to bilingual students
- Administered all state mandated assessments
- Completed and maintained accurate student records and forms
- Maintained accurate student progress records
- Conducted staff training on ELL instruction best practices
- Adhered to the laws, ethics and standards for teaching bilingual students

Professional Development | Professional Training

- Science of Behavior Conference 2021
- Awareness to Action: Career, College, and Military Prep Summit 2021
- Bounce Back to School Training 2021
- Counselor Retreat 2021
- Trauma and Its Impact 2021
- Drug Impairment 2021
- Classroom Mental Health K-5th 2021
- Classroom Mental Health 6th – 12th 2021
- LGBT+ 101 2021
- Character Education 2021
- Social Emotional Competencies 2020

- Safety Summit 2020
- Classroom Mental Health 2020
- Suicide Care and Continuum 2020
- Function Behavior of Autism 2020
- Selective Mutism 2020
- 2019-2020 State Assessment 2019
- Counselor Retreat 2019
- College & Career Readiness Conference 2019
- Rage to Reason 2019
- Counselor Networking 2019
- Language Proficiency Assessment Committee 2019
- State Assessment District Testing Coordinator Training, Fall 2018
- Youth Mental Health First Aid 2018
- New Teacher Boot Camp – Support, 2018
- John Wink – First 20 days of Excellence, 2018
- Junction ISD – Blackboard District Training, 2018
- Counselor Retreat (two days), 2018
- Texas Model for Comprehensive School Counseling Programs, 2018
- Gifted and Talented Identification and Assessment, 2018
- Spring Assessment Roadshow, 2018
- State Assessment District Testing Coordinator Training, Spring 2018
- The Texas Teacher Evaluation and Support System (T-TESS), 2018
- Kim Holcomb – Student Success Through the Tiers and Closing the Gap with Data Driven Instruction, 2018
- Effects of Grief and Trauma, 2017
- Data That Matters, 2017
- The Texas Accountability Intervention System (TAIS,) 2017
- The Texas Teacher Evaluation and Support system (T-TESS,) 2017
- College and Career Readiness- Moving to One Common Goal, 2017
- How to Write Student Learning Objectives, 2017
- Data Management for Assessment and Curriculum – RTI and LPAC, 2017
- Data Management for Assessment and Curriculum – TAG, SIP, and Forms, 2017
- Data Management for Assessment and Curriculum – T-TESS & TPESS, 2017
- College & Career Readiness Symposium, 2017
- Service Center Region 20 – Growth Mindset, 2017
- Junction Independent School District - Technology – eBackpack, 2017
- Student Learning Objectives Training -Teacher Evaluation and Support System, 2017
- Gifted and Talented Coordinator, 2017
- Language Proficiency Assessment Committee, 2017
- STAAR State Assessment Training, 2017
- Counselor Networking, 2016

- Data Management for Assessment and Curriculum Users' Meeting Day 3, 2016
- Emotional Regulation, 2016
- Beginners 504, 2016
- The Angry Smile, 2016
- Data Management for Assessment and Curriculum Users' Meeting, 2016
- Behavior Webinar #8, 2016
- STAAR State Assessment Training, 2016
- Language Proficiency Assessment Committee, 2016
- Counselor Networking, 2015
- Elementary Counselor Networking, 2015
- Dan St. Romain - Behavior Consultant, 2015
- Identification & Assessment - Gifted and Talented, 2015
- Language Proficiency Assessment Committee, 2015
- STAAR District Testing Coordinator Training, 2015
- Child Abuse, 2014
- Tough Kid Toolbox, 2014
- STAAR District Testing Coordinator Training, 2014
- Istation - Year 2, 2013
- Ethics in Counseling, 2013
- Make and Take - Behavior Strategies, 2013
- Counselor Networking, 2013
- STAAR Test Administrator Training, 2013
- Back to School, 2012
- Behavior Conference - Two Days, 2012
- STAAR District Testing Coordinator Training, 2012
- Back to School 2011
- Using Flip Videos, 2011
- STAAR District Testing Coordinator Training, 2011
- The Difficult/Defiant Child, 2010
- Kids Who Don't Care, 2010
- Language Proficiency Assessment Committee Assessment Training, 2010
- Identification of the Gifted and Talented, 2009
- Nature & Needs of the Gifted and Talented, 2009
- The Angry Child, 2009
- Love and Logic, 2009

Professional Memberships

- Texas Counseling Association
- Lone Star State School Counselor Association
- American School Counselor Association

Service to Profession/Community – Trainings Conducted

- Junction ISD Schoolboard Presentation – Role of the Counselor

- STAAR Testing and Procedure – Presented on a yearly basis
- TELPAS Testing – Presented on a yearly basis
- Student Expectations
- Capturing Kid's Hearts
- Keystone Character Lessons
- Gifted and Talented Qualifications
- Response to Intervention Process and Procedures – Presented on a yearly basis
- Positive Behavior Intervention and Supports Process and Procedures
- STAAR Data Desegregation
- Reading Fluency
- What is STAAR for Spanish Speaking Parents

Technology Skill

- Proficient in utilizing and operating the following systems:
- Google: Drive, Documents, Sheets, and Forms
- Microsoft Office Tools: Word, Excel, Publisher, and Power Point
- Angelo State University Rampart and Blackboard
- Blackboard Learning Management System utilized by Junction ISD
- Prezi
- PowToon
- Skype
- Gradespeed
- TurnItIn