



Professional Development Chair Roles & Responsibilities

The role of the DSCA Professional Development Chair is to prepare school counselors to eliminate the barriers to access and equity for all students. Through workshops and conferences, practicing school counselors will acquire and apply the skills and knowledge in leadership, advocacy, teaming and collaboration and use of data to create systemic change.

Activities Include:

The Professional Development Chairperson(s) will:

- Serve for a three-year term. Should a life event occur that prohibits the Chairperson(s) from performing their role, they will contact the President in a timely manner to help determine a course of action.
- Recruit and oversee the Professional Development Committee.
- Lead the planning for the Winter Workshop and the Spring Conference.
- Collaborate with the Membership Chairperson(s) to maintain an up-to-date contact distribution list of all counselors statewide.
- Act as the point-of-contact for anyone wishing to contact or distribute information for Professional Development conference offerings.
- Serve as a point-of-contact for Professional Development conference venues, presenters, vendors, Department of Education representatives, and the committee.
- Distribute relevant information to the Professional Development Committee and counselors in a timely manner.
- Conduct surveys of counselors regarding professional development conference needs and evaluation of conferences afterward.
- Maintain the Professional Development portion of the Delaware School Counselor Association (DSCA) website.
- Stay up-to-date on resources, current trends, hot topics and regulations concerning counselors and arrange for professional development conferences around these.
- Be a member of the both the Delaware School Counselor Association (DSCA) and the American School Counselor Association (ASCA).
- Attend regular DSCA Board meetings.
- Fulfill other requests deemed necessary and appropriate by the DSCA Board.



Planning Calendar

Summer

- The PD Chair should try to attend the ASCA Annual Conference to experience the “hot topics” for the upcoming school year.
- Contact the DSCA Board with potential dates for the workshops and conferences. Schedule the appropriate locations for the specific dates.

September - November

- Confirm the date and location of the Winter “Best Practices” Workshop. Make sure to let them know if microphones, computers, projectors etc. are needed.
- Post the date, registration information, and any forms to the website.
- Make arrangements for an organization to sponsor lunch and coordinate with Treasurer/Caterer regarding payment.
- Collaborate with the Board to determine if any breakfast items will be provided and delegate who shall get/bring them.
- Contact Level VP’s to have them send a “Save-the-date” to their contacts.
- Plan a Keynote and Best Practices break-out sessions for the day lead by the Level VP’s. Send contract to keynote and arrange for lodging, payment, meals, logistics, etc.
- Keep in contact with presenters up until the event to make sure they understand their timeframe, their role, and other logistics.
- Develop flyer and registration forms and send them via Membership Chair to school counselors no later than 1 month prior to the event.
- Work through Membership Chair to send flyer and registration forms to school counselors.
- Develop agenda and make copies.
- Develop evaluation and make copies.
- Contact DOE to make arrangements for participation certificates and PDMS registration.
- Procure name tags and pens/markers.
- Send confirmation email to those who have registered and reminder to those who have not.



- Contact Membership Chair and remind them to bring membership forms and payment information/methods.
- Communicate with the site the number of tables needed for registration, exhibitors, and the Membership Chair.
- Recruit Board members to help with set-up and clean-up on the day of the event.
- Address any problems or concerns with the President or President-Elect.
- On the day of the event:
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 - Bring: name tags, sign-in sheets (best is alphabetical by last name), pens, certificates, evaluations, giveaways (if any) and copies of the agenda.
 - Arrive early to work with the venue staff and make sure things are set up the way they are needed.
 - Organize Board members to put out name tags, and sign-in sheets and pass out the agenda.
 - Make sure Membership Chair has a table set-up with pens, membership forms etc.
 - Be available to help anywhere that is needed.
- After the event, gather and analyze the evaluation forms. Type up important information to share with the Board.
- **Coordinate with the DOE Liaison (Jenn) to see what she is doing and what you need to do so there is no overlap.**

January - April

- Confirm the date and location of the Annual Spring Conference.
- Post the date, registration information, and any forms to the website.
- Make sure to let the site know what technology is needed.
- Make arrangements for an organization to sponsor breakfast and lunch, and coordinate with Treasurer/Caterer regarding payment.
- Contact Level VP's to have them send a "Save-the-date" to their contacts.
- Plan a Keynote and break-out sessions for the day. Send contract to keynote and arrange for lodging, payment, meals, logistics, etc.
- Keep in contact with Keynote and presenters up until the event to make sure they understand their timeframe, their role, and other logistics.



- Develop flyer and registration forms and send them via Membership Chair to school counselors no later than 1 month prior to the event.
- Work through Membership Chair to send flyer and registration forms to school counselors.
- Develop agenda and make copies.
- Develop evaluation and make copies.
- Contact DOE to make arrangements for participation certificates and PDMS registration.
- Work with Membership Chair to procure name tags.
- Coordinate sponsors for giveaways and communicate payments with Treasurer and vendors.
- Arrange for local agencies and organizations to be exhibitors. Send them contracts and information for the day including an agenda.
- Communicate with the site the number of tables needed for registration, giveaways, exhibitors, and the Membership Chair.
- Send confirmation email to those who have registered and reminder to those who have not.
- Contact Membership Chair and remind them to bring membership forms and payment information/methods.
- Recruit Board members to help with set-up and clean-up on the day of the event.
- Address any problems or concerns with the President or President-Elect.
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