

# Katherine G. Pastor

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## Education

Northern Arizona University, Flagstaff, Arizona <b>Certificate in School Counseling</b>	GPA 4.00 May 2006
Northern Arizona University, Flagstaff, Arizona <b>Master of Education</b> in Counseling, Emphasis in Student Affairs	GPA 4.00 May 2001
Northern Arizona University, Flagstaff, Arizona <b>Bachelor of Science</b> Major: Psychology                      Minor: Athletic Coaching <i>Special Projects:</i> Athletic Performance vs. Self Esteem Research, under the direction of Dr. Wayment	GPA 3.50 May 1999

## Employment History

### **Flagstaff Unified School District**, Flagstaff, Arizona High School Counselor, Flagstaff High School

- Coordination of annual Northern Arizona Region College Night
- Coordination of annual Senior Scholarship Ceremony
- Coordination of Student of the Month Programs
- Development and coordination of all college and financial aid night presentations
- Development and coordination of ECAP and senior guidance lessons
- Development and coordination of FHS Eagle Day's and New Student Registration
- Development and coordination of Middle School Registration/8<sup>th</sup> Grade Visitation
- Development and coordinator of High School Registration and Open House Nights
- Link Crew Program Coordinator
- Instrumental in implementing the ASCA National Model district-wide K-12
- Serve as a liaison to all college admission representatives and the NCAA
- Facilitate support groups, provide personal and family crisis counseling
- Coordinate and facilitate Student Study Team Meetings and Develop 504 Plans
- Academic advisement for high school graduation and post-secondary education
- Site Administrator for Naviance, WorkspaceK12 Program
- Development of Arizona College Fair Week Program
- Participation in departmental staff meetings, committees, and task forces
  - Positive Behavior Intervention Support Team Member 11/12, Site Council 07/08 and 08/09, Department Chair 08/09-16/17 Arizona Department of Education ECAP ad-hoc design committee 07/08, FHS School Climate Committee Chair 08/09, 09/10, Master Schedule Committee 09/10-15-16, YMCA College Resource Center Advisory Board, 09/10-11/12, University of Arizona Honors College Advisory Board, 11/12-15/16

August 2005 to Present

### **Flagstaff Unified School District**, Flagstaff, Arizona Student Council Advisor, Flagstaff High School

- Plan/direct program activities throughout the school year
- Instruct daily leadership class and schedule/supervise student council exec meetings
- Develop a program schedule and outline of activities with the school calendar
- Promote collaboration/facilitate student involvement in community service projects
- Consult with staff to ensure that shared resources/facilities are used effectively
- Ensure that all student activity account records are suitable for audits
- Arrange student transportation for sanctioned activities. Supervision of participants
- Maintain student body, faculty, and administrative support of Student Council and its programs
- Supervise the election and installation of student council representatives
- Provide support, guidance, and accountability to help students benefit from program participation
- Uphold the student council constitution, by-laws and conduct code

August 2012 to Present

**Northern Arizona University, Flagstaff, Arizona**

Adjunct Faculty, College of Education

- Creation of class syllabus for EPS 594 Foundations of School Counseling
- Creation of class syllabus for EPS 634 Practices of School Counseling
- Utilized Blackboard Learn for maintaining student records of grades and attendance
- Topics instructed including the following: data-driven practice, developmental classroom guidance, individual and group counseling, educational and career planning, consultation, collaboration and parent involvement, needs assessment and program evaluation, addressing needs of students with complex/specialized problems and/or disabilities, helping students with mental and emotional disorders
- Provide classroom environment conducive to learner growth in a variety of delivery methods (individualized, small group, lecture/discussion); instructional duties and group facilitation

*January 2013 to May 2013, August 2016 to December 2016*

**Flagstaff High School, Flagstaff, Arizona**

Assistant Varsity Track and Field Coach

- Structured and facilitated students daily workout routines
- Created and maintained spreadsheet for track and field statistics
- Planned and organized track meets and fundraising efforts

*February 2012 to May 2012*

**Northern Arizona University, Flagstaff, Arizona**

Program Coordinator, On-Campus Employment in Office of Student Financial Aid

- Responsible for the overall coordination of the On-Campus Student Employment and Federal Work Study (FWS) program
- Coordination of annual NAU Student Employment and Volunteer Fair
- Coordination of annual NAU Student Employee and Supervisor of the Year Ceremony
- Supervision and evaluation of student employees
- Coordination of the Job Location and Development Program
- Promotion of student employment and services through marketing
- Development and Implementation of program policies and procedures
- Responsible for training department staff on Federal Work Study policies/procedures
- Participation in departmental staff meetings, committees, and task forces
  - Chair of Residence Hall task force 01/02, Chair of Forms Committee 02/03, Policies/Procedures Committee 04/05
- Advisement of students/parents on financial aid; provide information on budgeting
- Use of professional judgment in the evaluation and processing of Satisfactory Academic Progress, Budget/Contribution Appeals and Dependent Student Appeals
- Review, interpret, evaluate, verify applications and student files for eligibility in accordance with FERPA, federal regulations and guidelines
- Serve as a liaison to off-campus FWS agencies and various departments on campus
- Development and coordination of all financial aid presentations at NAU Open House, LumberJack Welcome Week, New Student Orientation, College Student Inventory workshops, FYE and EPS classes, and financial aid nights in Northern Arizona

*July 2001 to July 2005*

**Northern Arizona University, Flagstaff, Arizona**

Academic Advisor in Four Corners Upward Bound Math and Science Program

- Co-developed academic advisor position
- Performed the duties of Test Supervisor for the ACT
- Administered and evaluated the Self Directed Search career inventory and the Learning and Study Strategies Inventory
- Coordinated group workshops. Topics included: resume writing, career exploration, applying for admission to college, and general college searches
- Conducted daily individual advisement sessions. Topics included: developing a four year high school plan, calculating GPA's, career and college major exploration, scholarship searches, and establishing personal and scholastic goals
- Completed High School transcript evaluations while adhering to college admissions requirements
- Maintained student files and database records using Filemaker Pro

*June 01 to July 01/June 06 to July 06*

**Northern Arizona University, Flagstaff, Arizona**  
Graduate Student Intern in Office of Undergraduate Admissions

- Participated in High School recruitment visits across Northern Arizona; provided admissions counseling for prospective NAU students
- Co-coordinated major recruitment programs including Back to School Program, On Campus Information Day, and Flagstaff Junior Night
- Served as a liaison to faculty, staff, and students concerning campus recruitment programs, workshops, and staff meetings
- Assisted in coordinating the planning of out of state recruitment trips
- Compiled and analyzed statistical data for projection reports and strategic planning
- Utilized and applied the various policies and procedures ensuring adherence of University, State and Federal guidelines; observed and applied the Arizona Board of Regents Admissions policies

*January 2001 to May 2001*

**Northern Arizona University, Flagstaff, Arizona**  
Graduate Assistant in Department of Athletics

- Provided academic advisement, mentorship, and counseling to student-athletes
- Supervised academic enrichment program
- Generated academic evaluations for student-athletes
- Generated institutional excuse forms and academic progress reports
- Academic consultation with coaches and Academic Athletic Director, and participation in administrative staff meetings
- Completed official visit and transcript evaluations of prospective student-athletes
- Served as liaison between the coaches and academic advisement staff
- Established a working knowledge of NCAA and Big Sky rules and regulations
- Observed and applied the Arizona Board of Regents Admissions policies

*January 2000 to May 2001*

**Just Sports, Flagstaff, Arizona**  
Assistant Manager

- Oversee store operations and employees
- Employee scheduling, training of new employees, performance evaluations
- Bookkeeping and pay-role, inventory control and merchandising
- Accounts payable and receivable process
- Consistently maintained projected sales goals
- Contributed as a team player in store receiving 3 All-Star Awards
- Awarded Certificate of Achievement in Management Training

*May 1991 to December 2009*

**Sinagua High School, Flagstaff, Arizona**  
Junior Varsity Track and Field Coach

- Structured and facilitated students daily workout routines
- Created and maintained database for track and field statistics
- Planned and organized track meets; mentored students

*February 1998 to May 1998*

## **Leadership Positions and Memberships**

- Member Phi Kappa Phi Society
- Member Alpha Delta Kappa Women's Educators Society
- Raymond Educational Foundation  
08/09, 09/10, 10/11, 11/12, 12/13, 13/14, 14/15, 15/16 Board Member
- Member of Master Chorale of Flagstaff  
2008/2009 President Elect  
2009/2010, 2010/2011 President, Advertising Chair  
2011/2012 Past President, Fundraising Chair
- Member Arizona High School/College Relations Council  
2006/2007, 2007/2008, 2008/2009 High School Counselor Regional Representative  
2009/2010 President Elect  
2010/2011 President  
2011/2012 Past-President

- Member Arizona School Counselors Association  
2007/2008 Board Member, Regional Professional Development Committee  
08/09, 09/10, 10/11 Executive Board Member, V.P. for Secondary Counselors  
2011/2012 Board member, Fall and Spring Conference Co-Chair  
12/13, 13/14, 14/15, 15/16, 16/17 Conference Director
- Member American School Counselors Association  
2015/2016 Position Statement Review Committee
- Member Arizona Career and Technical Education Association
- Member Rocky Mountain Association of College Admission Counselors
- Member National Association of College Admission Counselors

## Certifications

- Completion of College Access Professionals (CAP) 80 hour course 2015
- Completion of Red Cross Foundations of Disaster Mental Health course, 2015
- Completion of Youth Mental Health First Aid course, 2013
- Completion of Link Leadership Coordinator Workshop 2011, 2015
- Completion of 45 hour SEI Course and 15 hour SIOP Course
- Completion of the KOO (Keeping the Options Open) Workshop 2007
- Completion of Safe Working and Learning Environment Workshop (NAU)
- Completion of Sexual Harassment Training (NAU)
- Completion of Western Assoc. of Student Financial Aid Administrators Summer Institute 2002
- Certified CPR and First Aid
- Published articles in *The Arizona School Counselor* Newsletter for AzSCA, Inc.: (1) "The Marine Educators Workshop", Summer 2010 (2) "Arizona College Fair Week", Fall 2010 and Fall 2011 (3) "Using Data to Increase Student Achievement", Winter 2010

## Honors and Awards

- ASCA National School Counselor of the Year, 2016
- Hobson's Education Advances Award Winner, 2016
- ASCA Counselor of the Year Semi-Finalist, 2013
- AzSCA Secondary School Counselor of the Year recipient, 2010
- AASC nomination for Student Council Advisor of the Year, 2015
- Rocky Mountain Association of College Admission Counselors Grant Recipient, 2007
- NAU LOUIE Award Nominee, 2005
- NAU Classified Staff Advisory Council Peer Recognition Award, 2004
- Arizona Association of Student Financial Aid Administrators Scholarship Recipient, 2002

## Volunteer Activities

- Assistant Junior Varsity Volleyball Coach at Sinagua High School, 1996-1998
- Assistant Junior Varsity Track & Field Coach at Sinagua High School, 1996-1998
- Assistant Elementary Volleyball Coach at Saint Mary's school, 1999
- Mentored student-athletes in NAU's Athletic Dept. Mentoring Program, Fall 1999, Fall 2001, Fall/Spring 2002-2004
- Served as advisor for NAU Fast-Pitch Softball Club, Spring 2002, Fall 2002
- College Goal Sunday volunteer, Coconino Community College site, 2003-2005
- Chair of Sinagua High School 10 and 20 year class reunion committee, 2005, 2015
- Co-Chair of FUSD Counselor Advisory Council, 08/09
- Co-Chair of FUSD Counselors Steering Committee, 08/09, 09/10, 10/11
- Reach Higher Career App Challenge Mentor, 2015-2016
- Board of Advisors, Vireo Labs, 2016-2017