

# Katherine “Kailyn” Getchell

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Online Portfolio - <http://kailyngetchell.tripod.com/>

References available upon request

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## EDUCATION

**Bridgewater State University**, Bridgewater, MA.

School Guidance Counseling 5-12 Masters December 2011

CACREP Accredited Program

**Assumption College**, Worcester, MA.

Psychology Major, Education and Human Services Minor Bachelors May 2009

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## PROFESSIONAL EXPERIENCE

**School Guidance Counselor** (Long Term Substitute) Winter/Spring 2012

*Whitman-Hanson Regional High School, Whitman, MA.*

- Student caseload of approximately 300 students grades 9-12.
- Helped seniors with scholarships, and graduation requirements.
- Assisted students with schedule changes, community service, organizational skills, setting goals, and more.
- Participated in classroom lessons and management.
- Facilitated an advisory group.
- Helped juniors in preparing for their college search, attended college fairs.
- Assisted students on emotional and academic success.
- Attended IEP, 504, senior at risk, student at risk, staff meetings, parent meetings, and professional development.
- Proctored and administrated SAT's, and MCAS, also scribed for MCAS.
- Input data on 504s, secondary reports, and recommendation letters.
- Used Naviance, Infinite Campus, PowerPoint, Excel, Word, Publisher, Collegeboard.com, and Commonapp.org.

**Academic Counselor** 2010 – 2012

*Bridgewater State University, Bridgewater, MA.*

- Worked with incoming freshmen, undeclared upper class, readmitted students, and students on probation.
- Facilitated large and small group presentations, book clubs, orientations, and more.
- Assisted students with creating schedules, understanding their major, organizational skills, study skills, time management, withdrawing from the university and courses, college transition issues, and resources.
- Met with students individually and in groups.

**Substitute Teacher** 2006 – 2012

*Whitman-Hanson Regional School District, Whitman, MA.*

- Worked with students preschool – 12<sup>th</sup> grade
- Classroom management
- Oversaw classes of 10-30 students.
- Facilitate classroom discussions, lessons.
- Assisted students with class work, homework and projects.
- Participated in hall duty, lunch duty, desk duty, door duty, and staff meetings.

**High School Cheerleading Coach** 2009 – Present

*Whitman-Hanson Regional High School, Whitman, MA.*

- Oversee 40 athletes; two teams
  - Facilitate practices 4 times a week, fundraisers, community service projects.
  - Supervise cheerleaders at football games, basketball games, and competitions.
  - Work closely with parents, staff, and athletes.
  - Facilitated an academic program to help all athletes get –C and above to participate
  - Assist seniors with college try-out videos.
  - Division I, winter 2011 State Champions, winter 2011 New England Champions, Fall 2011 State Champions.
  - Set up and ran a trip to Dallas, Texas and Orlando Florida for National competitions.
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## EXPERIENCE

### **School Guidance Counselor** (intern) Fall 2011

*Whitman-Hanson Regional High School, Whitman, MA.*

- Completed 450 hours.
- Organized, planned and facilitated a business, management, and marketing career fair for all students, consisted of 15 professionals who volunteered to come into the school.
- Counseled students in grades 9-12, small groups, large groups, and individually.
- Assisted seniors with the college process and juniors with starting college searches.
- Assisted students with schedule changes, community service, organizational skills, setting goals, and more.
- Participated in classroom lessons and management.
- Facilitated an advisory group.
- Collaborated with staff for freshmen orientation, and sophomore experience groups.
- Presented at parent meetings; senior breakfast and early college planning.
- Attended IEP, 504, senior at risk, staff meetings, and professional development.
- Proctored and administrated SAT's, PSAT's, MEPA, and extended time.
- Input data on EPPs, 504s, secondary reports, and recommendation letters, updated handouts and guidance handbook.
- Used Naviance, Infinite Campus, PowerPoint, Excel, Word, Publisher, Collegeboard.com, and Commonapp.org.

### **School Guidance Counselor** (intern) Spring 2011

*Whitman Middle School, Whitman, MA.*

- Completed 250 hours.
- Counseled students in groups, individually, and in the classroom.
- Assisted students with study skills, organizational skills, attendance, bullying, relationships, applying to private high schools, and more.
- Proctored and administrated MCAS, and IEP career assessments.
- Participated in staff meetings, IEP, 504, 51A, and parent teacher meetings.
- Facilitated and participated in an 8<sup>th</sup> grade transitional group.

### **School Guidance Counselor** (intern) Spring 2009

*Auburn Middle School, Auburn MA.*

- Completed 100 hours.
- Counseled students individually, and in groups.
- Assisted students with homework, study skills, and organizational skills.
- Fostered a counselor education class with 6<sup>th</sup> graders on cultural diversity and anti-bullying.
- Proctored and administered MCAS
- Participated in staff meetings, IEP, 504, lunch duty, counseling sessions and parent meetings
- Assisted with progress reports, report cards, and recess.

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## MEMBERSHIP/CERTIFICATION

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|---|------------------|
| • Massachusetts Education Licensure – School Counselor 5-12 Massachusetts | 2012             |
| • ASCA American School Counseling Association                             | 2010-present     |
| • MASCA Massachusetts School Counselor Association                        | 2010-present     |
| • South Shore Guidance  | 2011-present     |
| • MTEL – Communication and Literacy                                       | passed 2008/2009 |
| • Peace Builders Anti-Bullying Facilitator                                | 2011             |

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## COMMUNITY SERVICE

### **Cert Team** 2009 – present

Facilitate a large group to donate non perishable goods to the local fire department emergency rescue team.

### **Shriners Hospital** 2003 – present

Facilitate a large group to fundraise and donate to the hospital and participate in the Shriners Football Classic every summer.

### **Whitman Youth Cheerleading** 2002 – present

Work with children ages 8 – 14, help organize and facilitate a team. Run a summer camp each summer and tumbling clinics throughout the fall.

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## SKILLS

- Naviance, Infinite Campus, Excel, Word, Publisher, and Power Point.
  - Classroom management, organized, dedicated, enthusiastic, prompt.
  - MASCA publication – *The Interns Tail, Friendship Soup*
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