

# ANGEL L. McSWAIN

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## OBJECTIVE

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To be selected as a member of the AzSCA Board of Directors.

## EDUCATION

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FORT VALLEY STATE UNIVERSITY, FORT VALLEY, GEORGIA

*Master of Science, Guidance and Counseling, June 1998*

GEORGIA COLLEGE, MILLEDGEVILLE, GEORGIA

*Bachelor of Science, Criminal Justice, March 1995*

## EXPERIENCE

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LAVEEN ELEMENTARY SCHOOL DISTRICT, ARIZONA

*Elementary School Counselor, July 2020-Present*

Establishes and promotes school guidance and counseling program

Implements and facilitates delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)

Consults with school and system staff, parents, and community

Coordinates and conducts staff development training sessions

Coordinates Red Ribbon Week

Coordinates No Place for Hate Program

Coordinates Second Step (SEL) Curriculum

Assists with PBIS Program

Leads B.E.S.T. (Boldly Excelling & Succeeding with Tenacity) Girls Club

CLAYTON COUNTY SCHOOLS, JONESBORO, GEORGIA

*Elementary School Lead Counselor, July 2016-June 2020*

Established and promoted school guidance and counseling program

Implemented and facilitated delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)

Consulted with school and system staff, parents, and community

Coordinated and conducted staff development training sessions

Coordinated and conducted 5th Grade Orientation

Coordinated Red Ribbon Week

Coordinated Career Day

Assisted with SST/504

Served on Attendance Committee

DEKALB COUNTY SCHOOLS, STONE MOUNTAIN, GEORGIA

*Elementary School Lead Counselor, August 2013-June 2016*

Established and promoted school guidance and counseling program

Implemented and facilitated delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)

Consulted with school and system staff, parents, and community

Coordinated and conducted staff development trainings

Coordinated and conducted 5th Grade Orientation  
Coordinated Mentoring Program  
Coordinated Red Ribbon Week  
Coordinated Career Week  
Coordinated No Place for Hate Program  
Served as SST/504 school coordinator

CLAYTON COUNTY SCHOOLS, JONESBORO, GEORGIA

*Elementary/Middle School Lead Counselor, July 2010-May 2012*

Established and promoted school guidance and counseling program  
Implemented and facilitated delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)  
Consulted with school and system staff, parents, and community  
Coordinated and conducted staff development trainings  
Completed student schedules  
Completed student enrollment and withdrawals  
Served as Gradebook contact for school  
Coordinated and conducted Parent Dialogue on “Building Healthy Relationships”  
Assisted students with GA 411 Career Program  
Coordinated and conducted Kindergarten Round-Up/Registration  
Coordinated and conducted 5th Grade Orientation  
Served as resource person for RTI process  
Completed IQ and Student Achievement testing with students in SST process

CLAYTON COUNTY SCHOOLS, JONESBORO, GEORGIA

*Elementary School Lead Counselor, July 2004-June 2010*

Established and promoted school guidance and counseling program  
Implemented and facilitated delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)  
Consulted with school and system staff, parents, and community  
Coordinated and conducted staff development trainings  
Completed student enrollment and withdrawals  
Coordinated local and state mandated testing  
Coordinated 5<sup>th</sup> grade orientation  
Coordinated Red Ribbon Week  
Coordinated Career Week  
Served as Gradebook contact for school  
Served as SST co-chairperson for two years  
Completed IQ and Student Achievement testing with students in SST process

CLAYTON COUNTY SCHOOLS, JONESBORO, GEORGIA

*Middle School Counselor, July 2002-June 2004*

Established and promoted school guidance and counseling program  
Implemented and facilitated delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)  
Consulted with school and system staff, parents, and community  
Coordinated and conducted staff development trainings  
Coordinated and conducted staff development trainings  
Completed student enrollment and withdrawals  
Developed and coordinated “Parent Patrol” program  
Coordinated ARMS mentoring program  
Coordinated 8<sup>th</sup> grade registration/advisement  
Completed student schedules  
Completed IQ and Student Achievement testing with students in SST process

**BIBB COUNTY PUBLIC SCHOOLS, MACON, GEORGIA**

*Special Education (Emotional Behavior Disorder) Teacher, August 2001-June 2002*

Planned and implemented student IEP objectives  
Planned, implemented, and modified GA QCC objectives  
Assessed and evaluated student progress  
Administered state mandated testing  
Consulted with faculty, staff and related personnel  
Consulted with parents  
Counseled with students

**DUBLIN CITY SCHOOLS, DUBLIN, GEORGIA**

*Elementary School Counselor, August 1999- June 2001*

Established and promoted school guidance and counseling program  
Implemented and facilitated delivery of guidance and counseling services (classroom guidance, group guidance and counseling, and individual guidance and counseling)  
Consulted with school and system staff, parents, and community  
Coordinated and conducted staff development trainings  
Coordinated local and state mandated testing  
Coordinated Safe and Drug Free Schools Program  
Coordinated B-ROW Character Education Program  
Coordinated 2<sup>nd</sup> grade orientation  
Coordinated Red Ribbon Week  
Coordinated Career Day  
Developed and implemented school-wide Crisis Intervention Plan

**GEORGIA DEPARTMENT OF HUMAN RESOURCES, MACON, GEORGIA**

*Child Support Agent, June 1995 – July 1999*

Implemented case management procedures  
Initiated action to process cases to establish paternity and support orders  
Established all orders per guidelines and time frames  
Counseled clients on the phone and in the office regarding their case  
Initiated accounting actions to ensure accounts were properly set up

**BIBB COUNTY PARENT TEEN CENTER, MACON, GEORGIA**

*Extended Day Program (Speaker/Mentor), September 1997 – February 1998*

Provided information related to Child Support Enforcement  
Assisted students with academic studies

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**TRAINING**

e-IEP PRO  
Google Classroom  
Good Touch/Bad Touch  
Crisis Intervention  
Georgia Career Information System (GCIS)  
American School Counseling Association (ASCA)/RAMP  
Anti-Bullying Training  
Statewide Longitudinal Data System (SLDS)