

# TIA JOHNSON

[johnsontia@students.trinitydc.edu](mailto:johnsontia@students.trinitydc.edu)

www.tiajohnsonpsc.weebly.com

301-928-3973

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## PROFESSIONAL SCHOOL COUNSELOR

Dedicated to providing guidance to students ages 14-18 regarding career development, academic achievement, social behavior, and mental & physical health. Looking to use my Master's in Professional School Counseling to cultivate a stimulating and supportive environment to allow the students at your school to reach their fullest potential.

## EDUCATION

**Master of Arts in School Counseling**, Urban Students, December 2020  
Trinity Washington University

**Bachelor of Science in Biology**, May 2006  
South Carolina State University

## SCHOOL COUNSELING EXPERIENCE

- Counseled students in grades 3 through 12, using solution focused and person-centered approaches, to address issues such as academic performance, social skills, self-esteem, and attendance.
- Advised and assisted numerous students in short term crisis situations such as bullying, friendship issues, conflict resolution, and classroom behavior issues.
- Led *Girls Rock*, an adolescent girls empowerment program, in educating adolescent females on various subject areas such as, self-care, health and wellness, domestic violence and etiquette
- Advised high school students and alumni on resume writing, job search skills, professional correspondence, career and company research, graduate school research and application process, and interviewing tips
- Educated eighth grade students about career awareness, high school options, and scholarships
- Served in multiple extra-curricular leadership roles, including head cheerleading coach and senior class mentor

## PROFESSIONAL EXPERIENCE

### Counseling Intern

Maya Angelou Public Charter School

2020 – present

*The mission of Maya Angelou Public Charter School is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can reach their potential and prepare for college, career, and a lifetime of success.*

- Provided individual and group counseling to students on a regularly scheduled basis.
- Collaborated with both counseling and teaching staff to create programming.

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- Helped students process their problems, plan goals, and put them into action.
- Maintained up-to-date clinical documentation
- Coordinated and communicated daily with team members on clients' progress towards their treatment goals.

## **Registrar**

Oxon Hill High School

2016 – present

*The mission of Oxon Hill High School is to provide a quality education that develops the content knowledge, skills, and attitudes that will enable all students to reach their maximum potential as responsible, life-long learners and productive citizens.*

- Maintained comprehensive records for past and current students stored in paper and electronic documents.
- Record enrollment and demographic information in SchoolMax.
- Produced reports relating to student's attendance, enrollment and registration, and other stored data.
- Scheduled enrollment intake-interviews
- Processed transcript requests.
- Processed withdrawal paperwork.
- Managed student progress reporting and quarterly reporting to students, guardians, staff, and administration.
- Collaborated with other schools to assist with resolutions of student registration and record issues.
- Trained other staff members on proper use of SchoolMax.
- Trained other staff on various record maintenance procedures.
- Assisted with student orientation procedures.
- Assisted in the revision of current document filing procedures

## **Student Support Services Coordinator**

Potomac Preparatory Public Charter School

2014 – 2016

*Potomac Preparatory Charter School is a unique school dedicated to scholastic excellence, STEAM-based learning, and character development. Potomac supports students and families with unique programs like before- and-after care, free breakfast and lunch to all students and transportation to the campus from anywhere in the District. The goal is to prepare students with the critical thinking and analysis skills they need to be successful in college and career settings.*

- Maintained communication with parents regarding attendance and truancy
- Processed all necessary attendance/truancy data for internal and external reporting to various stakeholders and monitoring agencies.

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- Planned and implemented a variety of programs and activities to enhance the personal, social and emotional development of students.
- Served as the Homeless Liaison
- Managed all staff access to the Student Information System (SIS)
- Processed the student withdrawal process.
- Processed changes to student schedules or grades and maintained proper documentation related to the change.
- Trained staff members on proper use of the Student Information System
- Created informational flyers for upcoming events.
- Collaborated with other schools to assist with resolutions of student registration and record issues.
- Monitored teacher attendance entry daily.
- Processed the student withdrawal process.
- Assisted the enrollment/re-enrollment process
- Assisted with all Registrar duties

## **Registrar**

Maya Angelou Public Charter School

2011 – 2014

*The mission of Maya Angelou Public Charter School is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can reach their potential and prepare for college, career, and a lifetime of success.*

- Managed the student application and enrollment process for two high school campuses.
- Maintained comprehensive records for past and current students stored in paper and electronic documents.
- Processed all necessary data for internal and external reporting to various stakeholders and monitoring agencies.
- Produced reports relating to student's attendance, enrollment and registration, and other stored data.
- Collaborated with counselors to schedule enrollment intake-interviews.
- Processed transcript requests for current and former students.
- Conducted annual Senior Transcript Audit in conjunction with the District of Columbia Public Charter School Board (PCSB) and its members.
- Processed the student withdrawal process.
- Processed changes to student schedules or grades and maintained proper documentation related to the change.
- Managed student progress reporting and quarterly reporting for students, guardians, staff, and administration.
- Monitored teacher attendance entry daily.
- Collaborated with other schools to assist with resolutions of student registration and record issues.
- Trained other staff members on proper use of OLAMS, Power School, and Power Teacher.
- Created informational flyers for upcoming events.
- Assisted in the revision of current document filing and enrollment procedures0

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## **Information Services Data Coordinator**

Maya Angelou Public Charter School

2010 – 2011

*The mission of Maya Angelou Public Charter School is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can reach their potential and prepare for college, career, and a lifetime of success.*

- Managed the Student Application and Enrollment Processes
- Disseminated enrollment documents to potential and returning students
- Recorded student enrollment and demographic information in the School Information System (SIS).
- Identified and reconciled reporting errors or discrepancies in the SIS
- Provided appropriate and timely responses to staff, student, and alumni requests for information.
- Identified and created custom reports needed in the SIS to generate data specific reports
- Attended job-related trainings and trained others
- Managed the storage of all sensitive data in a secure environment
- Monitored access to all stored files
- Audited data protection practices at each campus

## **Registrar**

Maya Angelou Public Charter School

2009 – 2010

*The mission of Maya Angelou Public Charter School is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can reach their potential and prepare for college, career, and a lifetime of success.*

- Maintained comprehensive records for past and current students stored in paper and electronic documents.
- Record enrollment and demographic information in Power School, OLAMS, and DC Stars.
- Produced reports relating to student's attendance, enrollment and registration, and other stored data.
- Scheduled enrollment intake-interviews with counselors.
- Processed transcript requests.
- Processed withdrawal paperwork.
- Managed student progress reporting and quarterly reporting to students, guardians, staff, and administration.
- Monitored teacher attendance entry daily.
- Collaborated with other schools to assist with resolutions of student registration and record issues.
- Trained other staff members on proper use of OLAMS, Power School, and Power Teacher.
- Created informational flyers for upcoming events.
- Assisted with student orientation procedures.
- Recorded student meal data.
- Assisted in facilitating course specific interims.

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- Assisted in the revision of current document filing procedures

## **Office Manager**

Capital Orthopaedic Specialists, P.A.

2008-2009

*Capital Orthopaedic Specialists combine all the specialists and diagnostics under one roof to address sports medicine problems, joint pain and spine problems. You will find the full spectrum of surgeons, physicians, therapists, and more, all playing key roles in your return to activity.*

- Managed all correspondence and deliveries to the office.
- Managed patient medical records.
- Scheduled patients for services in compliance with Federal/Medicare guidelines and company compliance policies.
- Processed billing inquiries and insurance claims.
- Collected patient co-payments.
- Explained the clinic's practices for insurance and co-payments.
- Assisted patients in prescribed exercise regime.
- Prepared treatment area.
- Assisted in the revision of current document filing procedures
- Trained other staff members on proper use of Mysis, Emdat, and Meditalk.

## **Educational Administrative Assistant**

Wakefield High School

2006-2008

*Wakefield High School accredited by the Southern Association of Colleges and Secondary Schools and the State of Virginia, includes grades nine through twelve. It is one of three secondary schools serving Arlington County in the Northern Virginia area. Wakefield is comprised of approximately 1,400 students and a professional staff of 150.*

- Managed all correspondence and deliveries to the office.
- Directed all phone calls to the Assistant Principal or the appropriate staff member.
- Maintained comprehensive records for past and current students.
- Processed discipline record requests.
- Performed queries to extract data and generate reports from the Arlington Public Schools eSchoolPlus Production system.
- Accessed school email via GroupWise to send and receive school generated email.
- Supported the teaching staff

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## **COMPUTER SKILLS**

### **Extensive experience with:**

- Adobe Acrobat
- Alert Now
- DC Stars
- Emdat
- eSchool Plus
- HTML
- Internet Explorer
- Meditalk
- Microsoft Office Suite
- Mysis
- OLAMS
- Outlook
- Photoshop
- Power School
- ProActive
- SchoolMax
- SLED
- Windows

## **TRAINING**

- Alert Now Messaging System
- DC Stars eSIS version 11.1
- eSchoolPlus Student Information System
- OSSE Enrollment Audit Training
- DCPCSB Transcript Audit Review Training
- Power School Student Information System
- Statewide Longitudinal Education Data System (SLED) version 1.1