



THE SCHOOL COUNSELING PROGRAM  

---

John Carroll University

# The Practicum & Internship Site Directory

Revised November 3, 2017

### **How to use this directory**

This directory is set up with basic contact information for local school districts that are potential practicum/internship sites. While this directory contains most of the school districts in the area, this is not a comprehensive listing of all local school districts. If you are interested in obtaining information about a school district not listed in this directory, you may contact your **John Carroll University School Counseling Practicum/Internship Coordinator, Dr. Tahani Dari, at [tdari@jcu.edu](mailto:tdari@jcu.edu)** for assistance. Please note that addresses generally reflect the address of the district home, however, many larger districts have multiple school buildings located throughout the district. It is recommended that you confirm addresses or locations before going for a face-to-face meeting.

The contact person listed for each district is a great starting point as you begin your research into potential practicum/internship sites. Generally, the contact person is a school counselor at a specific school within the district and may not be in the age range or interest area of your choice. However, you may still utilize this contact person as your link to other school counselors in that district or for any general questions you may have.

**Also, please understand that supervisors and positions at these schools can change frequently. The information in this directory is updated on a regular basis, but we cannot guarantee it is free from errors.**

**If you find any of the following contact information is incorrect, please contact Administrative Assistant, [azucca@jcu.edu](mailto:azucca@jcu.edu), so we can make necessary changes.**

For Questions Contact:  
Dr. Tahani Dari, School Counseling Coordinator  
Phone 216-397-4617  
Email: [tdari@jcu.edu](mailto:tdari@jcu.edu)

Amy Zucca, Clinical Coordinator Assistant  
Phone: 216-397-1708  
Email: [azucca@jcu.edu](mailto:azucca@jcu.edu)

## How to Set Up Your Practicum & Internship Experience

1. Review School Counseling Practicum & Internship Handbook!  
<http://sites.jcu.edu/counselingdepartment/pages/info-for-students/forms-documents/>  
This Handbook details the step-by-step process for the Practicum and Internship experience.
2. REMEMBER: School Counseling Program Practicum Registration Intent Form **must be submitted** no later than **October 1** for the spring semester or **March 1** for the fall semester.

*The practicum experience requires a total of 100 clock hours, including a minimum of 40 hours of direct counseling services with clients (at least 10 of these hours must be in group work), one hour per week of supervision with the student's John Carroll University Practicum Supervisor, and the practicum seminar for 1 ½ hours.*

3. REMEMBER: The School Counseling Program Practicum/Internship Student and Site Information Form **must be submitted** no later than **December 1** for the spring semester or **May 1** for the fall semester.

*The internship experience program requires a total of 600 clock hours on-site, including a minimum of 240 hours of direct service with clients and a minimum of one hour of direct supervision with the Internship Site Supervisor for every 20 hours on-site.*

## How to Conduct an Informational Interview

*Adapted from CareerBuilder.com*

“An informational interview can be a key component in your career toolbox, providing you with insight, guidance and professional connections that cannot be gained through other means. The next time you are searching for a job, think about what you may gain from arranging a few of these short but valuable meetings.”

1. Choose school districts that most interest you as practicum/internship sites.
2. Set up the interview: Be courteous to each person you speak to along the way.
3. Be professional: Treat this process as you would a job interview. Arrive a few minutes early, dress professionally, bring an updated resume, and sell your skills.
4. Be knowledgeable: Arrive prepared for your interview with knowledge about the school district, the school counselor you are interviewing, and any other information you feel demonstrates your interest in the school.
5. Be prepared: Formulate questions you would like to ask, designing questions that show your knowledge of the school district.

Examples: How did you get started in the field?

What do you like most/least about your job?

What is your typical day like?

What skill sets and abilities will I need to be successful in this field?

6. Keep it short and simple: Remember, most school counselors are extremely busy so be mindful of the time. Stick to the point and try not to ramble.

*Remember: Most informational interviews last 15-20 minutes.*

7. Concluding the interview: Thank the counselor for his time and assistance. You can also send a follow-up email or card to express your thanks. This may also prove helpful as a future networking resource for you.

Cuyahoga County - Public

**Bay Village City School District**

377 Dover Center Road

Bay Village,, OH 44140

District Office Phone: (440) 617-7300

[www.bayvillageschools.com/](http://www.bayvillageschools.com/)

Contact Person:

Ken Schroeder, Director of Guidance

(440)617-7417

[ken.schroeder@bayschoolsohio.org](mailto:ken.schroeder@bayschoolsohio.org)

---

Cuyahoga County - Public

**Beachwood City School District**

24601 Fairmount Blvd.

Beachwood, OH 44122

District Office Phone: (216) 464-2600

[www.beachwoodschoools.org](http://www.beachwoodschoools.org)

Contact Person:

Jason Downey, High School Guidance Counselor

(216) 831-2080 x613

[jdowney@beachwoodschoools.org](mailto:jdowney@beachwoodschoools.org)

---

Cuyahoga County - Public

**Bedford City School District**

475 Northfield Rd

Bedford, OH 44146-2201

District Office Phone: (440) 439-1500

[www.bedford.k12.oh.us](http://www.bedford.k12.oh.us)

Contact Person:

Felice Willis, Director of Secondary Education

(440) 439-1500 ext. 3516

[fwillis@bedford.k12.oh.us](mailto:fwillis@bedford.k12.oh.us)

---

Cuyahoga County - Public

**Bedford City School District**

475 Northfield Rd

Bedford, OH 44146-2201

District Office Phone: (440) 439-1500

[www.bedford.k12.oh.us](http://www.bedford.k12.oh.us)

Contact Person:

Tanesha Paul, Guidance Counselor, High  
(440)786-3564  
tpaul@bedford.k12.oh.us

---

Cuyahoga County - Public

**Berea City School District**

390 Fair Street  
Berea, OH 44017  
District Office Phone: (216) 898-8300  
www.berea.k12.oh.us

Contact Person:

Linda Wolf, School Counselor Dept Chair  
(216) 898-8900 ext. 5816  
lwolf@bera.k12.oh.us

---

Cuyahoga County - Public

**Berea City School District**

390 Fair Street  
Berea, OH 44017  
District Office Phone: (212) 898-8300  
www.berea.k12.oh.us

Contact Person:

Larissa Collins, Counselor; Middleburg Heights Junior High  
(216) 676-8400 ext. 8735  
lacollins@bera.k12.oh.us

---

Cuyahoga County - Public

**Brecksville-Broadview Heights School District**

6638 Mill Road  
Brecksville, OH 44141  
District Office Phone: (440) 740-4000  
www.bbcsd.org

Contact Person:

Kirstin D'Alessandro, 7th Grade Counselor  
(440) 740-4423  
dalessandro@bbcsd.org

---

Cuyahoga County - Public

## **Brooklyn City School District**

9200 Biddulph Rd.

Brooklyn, OH 44144

District Office Phone: (216) 485-8100

[www.brooklyn.k12.oh.us](http://www.brooklyn.k12.oh.us)

Contact Person:

Gary Plucinsky, Guidance Counselor, High School

(216) 485-8112

[gary.plucinsky@brooklyn.k12.oh.us](mailto:gary.plucinsky@brooklyn.k12.oh.us)

---

Cuyahoga County - Public

## **Chagrin Falls Exempted Village School District**

400 E Washington St

Chagrin Falls, OH 44022

District Office Phone: (440) 247-5500

[www.chagrin-falls.k12.oh.us](http://www.chagrin-falls.k12.oh.us)

Contact Person:

Kyle Patterson, Guidance Counselor, Middle School

(440) 893-7695 x4307

[kyle.patterson@chagrinschools.org](mailto:kyle.patterson@chagrinschools.org)

---

Cuyahoga County - Public

## **Cleveland Heights-University Heights City School District**

2155 Miramar Boulevard

University Heights, OH 44118

District Office Phone: (216) 371-7171

[www.chuh.org](http://www.chuh.org)

Contact Person:

Tandra Menefee, Guidance Counselor, Heights High School

216-371-7171

[T\\_Menefee@chuh.org](mailto:T_Menefee@chuh.org)

---

Cuyahoga County - Public

## **The Cleveland Metropolitan School District**

1380 East 6th Street

Cleveland, OH 44114

District Office Phone: (216) 574-8000

[www.cmsdnet.net](http://www.cmsdnet.net)

Contact Person:

\*No Information

---

Cuyahoga County - Public

**Cuyahoga Heights School District**

4820 East 71st Street

Cuyahoga Heights, OH 44125

District Office Phone: (216) 429-5700

[www.cuyhts.k12.oh.us](http://www.cuyhts.k12.oh.us)

Contact Person:

Carolyn Douglas, Guidance Counselor, High School

(216) 429-5772

[cdouglas@cuyhts.org](mailto:cdouglas@cuyhts.org)

---

Cuyahoga County - Public

**Cuyahoga Heights School District**

4820 East 71st Street

Cuyahoga Heights, OH 44125

District Office Phone: (216) 429-5700

[www.cuyhts.k12.oh.us](http://www.cuyhts.k12.oh.us)

Contact Person:

Audrey Labenz, Guidance Counselor, Middle School

(216) 429-5759

[alabenz@cuyhts.org](mailto:alabenz@cuyhts.org)

---

Cuyahoga County - Public

**East Cleveland School District**

14305 Shaw Ave.

East Cleveland, OH 44112

District Office Phone: (216) 268-6600

[www.east-cleveland.k12.oh.us](http://www.east-cleveland.k12.oh.us)

Contact Person:

Molly Mossman, Guidance Counselor, Shaw High

(216) 268-6500

[mmossman@east-cleveland.k12.oh.us](mailto:mmossman@east-cleveland.k12.oh.us)

---

Cuyahoga County - Public

**Euclid City Schools**

651 East 222nd Street

Euclid, OH 44123

District Office Phone: (216) 261-2900  
www.euclidschools.org

Contact Person:  
Paula DeMell, Counselor, Central Middle  
(216) 797-5303  
pdemell@euclid.k12.oh.us

---

Cuyahoga County - Public  
**Fairview Park City School District**  
20770 Lorain Rd  
Fairview Park, OH 44126  
District Office Phone: (440) 331-5500  
www.fairviewparkschools.org

Contact Person:  
Mary Cory, Guidance Counselor, High School  
(440) 356-3500 x4147  
mcory@fairview.k12.oh.us

---

Cuyahoga County - Public  
**Garfield Heights School District**  
5640 Briarcliff Dr.  
Garfield Heights, OH 44125  
District Office Phone: (216) 475-8100  
www.garfieldheightscityschools.com

Contact Person:  
Robin Castagnola, Guidance Counselor, High School  
(216) 475-8100 ext. 53006  
rcastagnola@ghbulldogs.org

---

Cuyahoga County - Public  
**Independence Local School District**  
7733 Stone Road  
Independence, OH 44131  
District Office Phone: (216) 642-5850  
www.independence.k12.oh.us

Contact Person:  
Connie Aquilano, Counselor, High School  
(216) 642-5860 ext. 1207  
caquilano@independence.k12.oh.us



---

Cuyahoga County - Public

**Lakewood City Schools**

1470 Warren Road

Lakewood, OH 44107

District Office Phone: (216) 529-4000

<http://lakewoodcityschools.org>

Contact Person:

Fran Hanrahan, HR Specialist

(216) 227-5141

[Fran.Hanrahan@lakewood.k12.oh.us](mailto:Fran.Hanrahan@lakewood.k12.oh.us)

---

Cuyahoga County - Public

**Lakewood City Schools**

1470 Warren Road

Lakewood, OH 44107

District Office Phone: (216) 529-4000

<http://lakewoodcityschools.org>

Contact Person:

Michael Francu, School Counselor, High

(216) 529-4000

[mike.francu@lakewoodcityschools.org](mailto:mike.francu@lakewoodcityschools.org)

---

Cuyahoga County - Public

**Maple Heights City School District**

14605 Granger Rd

Maple Heights, OH 44137

District Office Phone: (216) 587-6100

[www.mapleschools.com/](http://www.mapleschools.com/)

Contact Person:

Rebecca Zverina, Guidance Counselor, Middle School

(216) 587-6100

[rebecca.zverina@mapleschools.com](mailto:rebecca.zverina@mapleschools.com)

---

Cuyahoga County - Public

**Mayfield City Schools**

1101 SOM Center Road

Mayfield Heights, OH 44124

District Office Phone: (440) 995-6800

[www.mayfieldschools.org](http://www.mayfieldschools.org)

Contact Person:

Pamela Bobinski, School Counselor  
(440) 995-6800  
[pbobinski@mayfieldschools.org](mailto:pbobinski@mayfieldschools.org)

---

Cuyahoga County - Public

### **North Olmsted City Schools**

27425 Butternut Ridge Rd.  
North Olmsted, OH 44070  
District Office Phone: (440) 779-3549  
[www.northolmstedschools.org](http://www.northolmstedschools.org)

Contact Person:

Jason Gerrick, Counselor, Chestnut Intermediate  
(440) 779-3576  
[jason.gerrick@nocseagles.org](mailto:jason.gerrick@nocseagles.org)

---

Cuyahoga County - Public

### **North Royalton City School District**

6579 Royalton Rd  
North Royalton, OH 44133  
District Office Phone: (440) 237-8800  
[www.northroyaltonsd.org](http://www.northroyaltonsd.org)

Contact Person:

Diane Carlson, Dept. Chairperson, High School  
(440) 582-7812  
[diane.carlson@northroyaltonsd.org](mailto:diane.carlson@northroyaltonsd.org)

---

Cuyahoga County - Public

### **Olmsted Falls City Schools**

26937 Bagley Road  
Olmsted Falls, OH 44138  
District Office Phone: (440) 427-6000  
[www.ofcs.net](http://www.ofcs.net)

Contact Person:

Lisa Palmison, School Counselor- High  
(440) 427-6118  
[lpalmison@ofcs.net](mailto:lpalmison@ofcs.net)

---

Cuyahoga County - Public

**Orange Schools**

32000 Chagrin Blvd  
Pepper Pike, OH 44124  
District Office Phone: (216) 831-8600  
[www.orangeschools.org](http://www.orangeschools.org)

Contact Person:

Dominic Favazzo, Guidance, High School  
(216) 831-8600 x2609  
[Dfavazzo@orangecsd.org](mailto:Dfavazzo@orangecsd.org)

---

Cuyahoga County - Public

**Parma City School District**

5311 Longwood Ave.  
Parma, OH 44234  
District Office Phone: (440) 842-5300  
[www.parmacityschools.org](http://www.parmacityschools.org)

Contact Person:

Sharon Jones, Internship Coordinator  
(440) 885-7083  
[jones@parmacityschools.org](mailto:jones@parmacityschools.org)

---

Cuyahoga County - Public

**Richmond Heights Local School District**

447 Richmond Rd  
Richmond Heights, OH 44143  
District Office Phone: (216) 692-8485  
[www.richmondheightsschools.org](http://www.richmondheightsschools.org)

Contact Person:

Candice Meintel, Counselor  
(216) 692-0086 x571241  
[meintel.candice@richmondheightsschools.org](mailto:meintel.candice@richmondheightsschools.org)

---

Cuyahoga County - Public

**Rocky River City School District**

21600 Center Ridge Rd  
Rocky River, OH 44116  
District Office Phone: (440) 333-6000  
[www.rrcs.org](http://www.rrcs.org)

Contact Person:

Julie Morriss, Department Chairperson  
(440) 356-6804  
morriss.julie@rrcs.org

---

Cuyahoga County - Public

### **Shaker Heights City School District**

15600 Parkland Dr  
Shaker Heights, OH 44120  
District Office Phone: (216) 295-4000  
[www.shaker.org/about/directory](http://www.shaker.org/about/directory)

Contact Person:

Eileen Blattner, Chairperson, High School  
(216) 295-4213  
blattner\_e@shaker.org

---

Cuyahoga County - Public

### **Solon City Schools**

33800 Inwood Road  
Solon, OH 44139  
District Office Phone: (440) 248-1600  
[www.solonschools.org](http://www.solonschools.org)

Contact Person:

Rick Nowak, Guidance Counselor, High School  
(440) 349-6230 ext. 6243  
ricknowak@solonboe.org

---

Cuyahoga County - Public

### **South Euclid-Lyndhurst City Schools**

5044 Mayfield Rd  
Lyndhurst, OH 44124  
District Office Phone: (216) 691-2000  
[www.sel.k12.oh.us/](http://www.sel.k12.oh.us/)

Contact Person:

Karen Valenza, Intern Coordinator  
(216) 691-2000  
valenza@sel.k12.oh.us

---

Cuyahoga County - Public

**Strongsville City Schools**

13200 Pearl Road

Strongsville, OH 44136

District Office Phone: (440) 572-7000

<http://strongnet.org>

Contact Person:

Denise Abboud, Director of Pupil Services

(440) 572-7045

[abboud@strongnet.org](mailto:abboud@strongnet.org)

---

Cuyahoga County - Public

**Strongsville City Schools**

13200 Pearl Road

Strongsville, OH 44136

District Office Phone: (440) 572-7000

<http://strongnet.org>

Contact Person:

Jeff Eby, School Counselor

(440) 572-7112

[Eby@strongnest.org](mailto:Eby@strongnest.org)

---

Cuyahoga County - Public

**Warrensville Heights City School District**

4500 Warrensville Center Rd

Warrensville Heights, OH 44128

District Office Phone: (216) 295-7710

<http://www.warrensville.k12.oh.us/>

Contact Person:

Rachel Berlin, Counselor, High School

(216) 865-4717

[rachel.berlin@whcsd.org](mailto:rachel.berlin@whcsd.org)

---

Cuyahoga County - Public

**Westlake City Schools**

27200 Hilliard Blvd.

Westlake, OH 44145

District Office Phone: (440) 871-7300

<http://westlake.k12.oh.us/>

Contact Person:

Deb Voss, Head Counselor, High School  
(440) 250-1009  
Voss@westlake.k12.oh.us

---

Geauga County - Public

**Berkshire Local Schools**

14259 Claridon Troy Road  
Burton, OH 44021  
District Office Phone: (440) 834-3380  
www.berkshireschools.org

Contact Person:

Michelle Paluf, Counselor, High School  
(440) 834-0440  
michelle.paluf@berkshireschools.org

---

Geauga County - Public

**Cardinal Local School District**

15982 High St.  
Middlefield, OH 44062  
District Office Phone: (440) 632-0261  
www.cardinal.k12.oh.us

Contact Person:

Jill Deramo, Counselor, High School  
(440) 632-0261  
jill.deramo@cardinalschools.org

---

Geauga County - Public

**Chardon Schools**

151 Chardon Avenue  
Chardon, OH 44024-1089  
District Office Phone: (440) 285-4057  
www.chardon.k12.oh.us

Contact Person:

Donna Weir, Counselor, High School  
(440) 285-4060  
ch\_weir@lgca.org

---

Geauga County - Public

## **West Geauga Local Schools**

8615 Cedar Road  
Chesterland, OH 44026  
District Office Phone: (440) 729-5900  
[www.westgeauga.k12.oh.us](http://www.westgeauga.k12.oh.us)

Contact Person:

Kimberly Zannetti, School Counselor, High School, Guidance Department Liason  
(440) 729-5964  
[Kim.Zannetti@westg.org](mailto:Kim.Zannetti@westg.org)

---

Lake County - Public

## **Mentor Public Schools**

6451 Center St.  
Mentor, OH 44060  
District Office Phone: (440) 255-4444  
[www.mentorschools.net](http://www.mentorschools.net)

Contact Person:

Daniel Litzinger, Coordinator of Guidance & Counseling  
(440) 947-5350  
[Litzinger@mentorschools.org](mailto:Litzinger@mentorschools.org)

---

Lake County - Public

## **Painesville City Local Schools**

58 Jefferson Street  
Painesville, OH 44077  
District Office Phone: (440) 392-5060  
[www.painesville-city.k12.oh.us](http://www.painesville-city.k12.oh.us)

Contact Person:

Sharon Fitzgerald, School Counselor, Harvey High  
(440)392-5060  
[sharon.fitzgerald@pcls.net](mailto:sharon.fitzgerald@pcls.net)

---

Lake County - Public

## **Perry Local Schools**

4325 Manchester Avenue  
Perry, OH 44081  
District Office Phone: (440) 259-3881  
<http://www.perry-lake.org/>

Contact Person:

Kaitlyn Jonozzo, Guidance Counselor- High  
(440) 259-9300 ext. 9384  
jonozzok@perry-lake.org

---

Lake County - Public

**Wickliffe City School District**

2221 Rockefeller Road  
Wickliffe, OH 44092  
District Office Phone: (440) 943-6900  
www.wickliffe-city.k12.oh.us

Contact Person:

Leah Porcello, High School Counselor  
(440) 943-7712  
wc\_lporcello@lgca.org

---

Lake County - Public

**Willoughby-Eastlake City Schools**

37047 Ridge Road  
Willoughby, OH 44094  
District Office Phone: (440) 946-5000  
www.weschools.org

Contact Person:

Marybeth Adams, Guidance Dept. Head  
(440) 975-3670  
Marybeth.Adams@weschools.org

---

Private School

**Beaumont School**

3301 North Park Boulevard  
Cleveland Heights, OH 44118  
District Office Phone: (216) 321-2954  
www.beaumontschool.org

Contact Person:

Alicia Iarussi, Director of Guidance  
(216) 325-7333  
aiarussi@beaumontschool.org

---

Private School

**Beaumont School**



3301 North Park Boulevard  
Cleveland Heights, OH 44118  
District Office Phone: (216) 321-2954  
[www.beaumontschool.org](http://www.beaumontschool.org)

Contact Person:

Mary Grimaldi, Director of College Counseling  
(216) 321-2954 x322  
[mgrimald@beaumontschool.org](mailto:mgrimald@beaumontschool.org)

---

Private School

### **Benedictine High School**

2900 Martin Luther King Junior Drive  
Cleveland, OH 44104  
District Office Phone: (216) 421-2080  
[www.cbhs.net](http://www.cbhs.net)

Contact Person:

Melissa Cozzen-Hopkins, Director of Counseling  
(216) 421-2080 x333  
[hopkins@cbhs.edu](mailto:hopkins@cbhs.edu)

---

Private School

### **Gilmore Academy**

34001 Cedar Road  
Gates Mills, OH 44040  
District Office Phone: (440) 442-1104  
[www.gilmour.org](http://www.gilmour.org)

Contact Person:

Patricia Brubaker, Dean of Student Development & Guidance  
(440) 684-4563  
[brubakerp@gilmour.org](mailto:brubakerp@gilmour.org)

---

Private School

### **St. Edward High School**

13500 Detroit Avenue  
Cleveland, OH 44107  
District Office Phone: (216) 221-3777  
[www.alumni.sehs.net](http://www.alumni.sehs.net)

Contact Person:

Eugene Boyer, Principal

(216) 221-3776  
eboyer@sehs.net

---

Private School

**St. Edward High School**

13500 Detroit Avenue  
Cleveland, OH 44107  
District Office Phone: (216) 221-3777  
www.alumni.sehs.net

Contact Person:

Tom Carey, Director, Counseling Department  
(216) 221-3776 x260  
tcarey@sehs.net

---

Private School

**St. Ignatius High School**

1911 West 30th St.  
Cleveland, OH 44113  
District Office Phone: (216) 651-0222  
www.ignatius.edu

Contact Person:

Brian Martin, Chair, Counseling Department  
(216)651-0222  
bmartin@ignatius.edu

---