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 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, so we can make necessary changes.

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

Amy Zucca, Clinical Coordinator Assistant
Phone: 216-397-1708
Email: 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/

Contact Person:
Ken Schroeder, Director of Guidance
(440)617-7417
ken.schroeder@bayschoolsohio.org

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Cuyahoga County - Public

**Beachwood City School District**
24601 Fairmount Blvd.
Beachwood, OH 44122
District Office Phone: (216) 464-2600
www.beachwoodschools.org

Contact Person:
Jason Downey, High School Guidance Counselor
(216) 831-2080 x613
jdowney@beachwoodschools.org

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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

Contact Person:
Felice Willis, Director of Secondary Education
(440) 439-1500 ext. 3516
fwillis@bedford.k12.oh.us

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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
**Brooklyn City School District**
9200 Biddulph Rd.
Brooklyn, OH 44144
District Office Phone: (216) 485-8100
www.brooklyn.k12.oh.us

Contact Person:
Gary Plucinsky, Guidance Counselor, High School
(216) 485-8112
gary.plucinsky@brooklyn.k12.oh.us

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**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

Contact Person:
Kyle Patterson, Guidance Counselor, Middle School
(440) 893-7695 x4307
kyle.patterson@chagrinschools.org

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**Cleveland Heights-University Heights City School District**
2155 Miramar Boulevard
University Heights, OH 44118
District Office Phone: (216) 371-7171
www.chuh.org

Contact Person:
Tandra Menefee, Guidance Counselor, Heights High School
216-371-7171
T_Menefee@chuh.org

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**The Cleveland Metropolitan School District**
1380 East 6th Street
Cleveland, OH 44114
District Office Phone: (216) 574-8000
www.cmsdnet.net

Contact Person:
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

Contact Person:
Carolyn Douglas, Guidance Counselor, High School
(216) 429-5772
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

Contact Person:
Audrey Labenz, Guidance Counselor, Middle School
(216) 429-5759
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

Contact Person:
Molly Mossman, Guidance Counselor, Shaw High
(216) 268-6500
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

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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

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Cuyahoga County - Public

**Maple Heights City School District**
14605 Granger Rd
Maple Heights, OH 44137
District Office Phone: (216) 587-6100
www.mapleschools.com/

Contact Person:
Rebecca Zverina, Guidance Counselor, Middle School
(216) 587-6100
rebecca.zverina@mapleschools.com

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Cuyahoga County - Public

**Mayfield City Schools**
1101 SOM Center Road
Mayfield Heights, OH 44124
District Office Phone: (440) 995-6800
Cuyahoga County - Public
**North Olmsted City Schools**
27425 Butternut Ridge Rd.
North Olmsted, OH 44070
District Office Phone: (440) 779-3549
www.northolmstedschools.org

Contact Person:
Jason Gerrick, Counselor, Chestnut Intermediate
(440) 779-3576
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

Contact Person:
Diane Carlson, Dept. Chairperson, High School
(440) 582-7812
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

Contact Person:
Lisa Palmison, School Counselor- High
(440) 427-6118
lpalmison@ofcs.net

www.mayfieldschools.org

Contact Person:
Pamela Bobinski, School Counselor
(440) 995-6800
pbobinski@mayfieldschools.org
Cuyahoga County - Public

**Orange Schools**
32000 Chagrin Blvd
Pepper Pike, OH 44124
District Office Phone: (216) 831-8600
www.orangeschools.org

Contact Person:
Dominic Favazzo, Guidance, High School
(216) 831-8600 x2609
Dfavazzo@orangecsd.org

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Cuyahoga County - Public

**Parma City School District**
5311 Longwood Ave.
Parma, OH 44234
District Office Phone: (440) 842-5300
www.parmacityschools.org

Contact Person:
Sharon Jones, Internship Coordinator
(440) 885-7083
joness@parmacityschools.org

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Cuyahoga County - Public

**Richmond Heights Local School District**
447 Richmond Rd
Richmond Heights, OH 44143
District Office Phone: (216) 692-8485
www.richmondheightsschools.org

Contact Person:
Candice Meintel, Counselor
(216) 692-0086 x571241
meintel.candice@richmondheightsschools.org

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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
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

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

Contact Person:
Rick Nowak, Guidance Counselor, High School
(440) 349-6230 etx. 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/

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

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

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

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

Contact Person:
Kimberly Zannetti, School Counselor, High School, Guidance Department Liaison
(440) 729-5964
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

Contact Person:
Daniel Litzinger, Coordinator of Guidance & Counseling
(440) 947-5350
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

Contact Person:
Sharon Fitzgerald, School Counselor, Harvey High
(440)392-5060
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
Private School

**Benedictine High School**  
2900 Martin Luther King Junior Drive  
Cleveland, OH 44104  
District Office Phone: (216) 421-2080  
www.cbhs.net

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

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Private School

**Gilmore Academy**  
34001 Cedar Road  
Gates Mills, OH 44040  
District Office Phone: (440) 442-1104  
www.gilmour.org

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

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Private School

**St. Edward High School**  
13500 Detroit Avenue  
Cleveland, OH 44107  
District Office Phone: (216) 221-3777  
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