**Annual Agreement Template**

School Counselor Year

# School Counseling Program Mission Statement

**School Counseling Program Goals**

The school counseling program will focus on the following achievement, attendance and/or behavior goals this year. Details of activities promoting these goals are found in the curriculum, small-group and closing-the-gap action plans.

|  |
| --- |
| **Program Goal Statements** |
| **1** |  |
| **2** |  |
| **3** |  |

# Use of Time

I plan to spend the following percentage of my time delivering the components of the school counseling program. All components are required for a comprehensive school counseling program.

|  |  |  |
| --- | --- | --- |
|  | **Planned Use** | **Recommended** |
| Direct Services to Students |  percent | School counseling core curriculum | Provides developmental curriculum content in a systematic way to all students | 80 percent or more |
|  percent | Individual student planning | Assists students in the development of educational, career and personal plans |
|  percent | Responsive services | Addresses the immediate concerns of students |
| Indirect Services for Students |  percent | Referrals, consultation and collaboration | Interacts with others to provide support for student achievement |
| Program |  | Foundation, management | Includes planning and |  |
| Planning and |  | and accountability and | evaluating the school |  |
| School Support |  percent | school support | counseling program and school support activities | 20 percent or less |

# Advisory Council

The school counseling advisory council will meet on the following dates.

# Planning and Results Documents

The following documents have been developed for the school counseling program. Annual calendar Closing-the-gap action plans

Curriculum action plan Results reports (from last year’s action plans) Small-group action plan

# Professional Development

I plan to participate in the following professional development based on school counseling program goals and my school counselor competencies self-assessment.

**Caseload and School Counselor’s Responsibilities**

Indicate how students are assigned to the school counselor’s caseload and the specific responsibilities assumed by the school counselor.

|  |  |  |
| --- | --- | --- |
| Caseload Defined by: |  | Alpha: last names beginning with to  |
|  | Grade level: students in grades:  |
|  | All students in building |
|  | Other: |
| School Counselor Responsibilities | **Direct Student Services** |
|  | School Counseling Core Curriculum |
|  | Academic Advisement |
|  | Individual Student Planning |
|  |  |
| **Responsive Services** |
|  | Individual Counseling |
|  | Small Groups |
|  | Crisis Response |
|  |  |
| **Indirect Student Services** |
|  | Referrals to Community Agencies |
|  |  |
| **Special Programs** |
|  |  |
|  |  |
| **Other** |
|  |  |
|  |  |

# Professional Collaboration and Responsibilities

Choose all that apply.

|  |  |  |
| --- | --- | --- |
| **Group** | **Weekly/Monthly** | **Coordinator** |
| School Counseling Team Meetings |  |  |
| Administration/School Counseling Meetings |  |  |
| Student Support Team Meetings |  |  |
| Department Chair Meetings |  |  |
| School Improvement Team Meetings |  |  |
| District School Counseling Meetings |  |  |
| Other |  |  |

**Budget Materials and Supplies** Annual budget: $ Materials and supplies needed:

# School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers from to . My hours will be from to (if flexible scheduling is used).

The career center will be open from to

# Role and Responsibilities of Other Staff and Volunteers

School counseling department assistant Attendance assistant clerk Data manager/registrar Career and college center assistant Other staff Volunteers

School Counselor Signature

Principal Signature

Date