



SCHOOL COUNSELOR \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

After a review of the school data, the following priorities were identified:

Based on these priorities, the following goals were identified:

Annual Student Outcome Goals	
<b>1</b>	
<b>2</b>	

School Counselor Use of Time			
A minimum of 80% of time is recommended for direct and indirect student services and 20% or less in program planning and school support.			
Use of Time from Previous School Year Based on two use-of-time 5-day calculators from previous school year			
Direct Student Services	Indirect Student Services	Program Planning and School Support	Non-School-Counseling Duties
%	%	%	%
Use-of-Time Plan for Current School Year Indicate your planned time allocations for this school year			
Direct Student Services	Indirect Student Services	Program Planning and School Support	Non-School-Counseling Duties
%	%	%	%



### Ratio and Caseload

The American School Counselor Association recommended ratio is one school counselor per 250 students.

**Ratio** One School Counselor per \_\_\_\_\_ Students

**Caseload Defined by:**

Alpha Assigned: \_\_\_\_\_

Last names beginning with: \_\_\_\_\_ to \_\_\_\_\_

Grade Level: \_\_\_\_\_  Students in grades: \_\_\_\_\_

All Students in Building  Other: \_\_\_\_\_

### Program Implementation Plan to Address Priorities

Attach the following documents for review and discussion during the conference:

Classroom and Group Mindsets & Behaviors Action Plan

Closing-the-Gap Action Plan

Annual Calendar

**Advisory Council**

The school counseling advisory council will meet to provide feedback and input on the school counseling program.

<b>Fall Meeting Date:</b>	
<b>Spring Meeting Date:</b>	
<b>Proposed Members (names &amp; stakeholder position):</b>	



### Professional Development

I plan to participate in the following professional development based on annual student outcome goals and my School Counselor Professional Standards & Competencies self-assessment.

Date(s)	Topic	Cost

School and District Committees and Professional Work		
Group	Time Commitment	School Counselor's Role

### Budget Materials and Supplies

Materials and supplies needed:

Annual budget: \$\_\_\_\_\_

### School Counselor Availability/Office Organization

The school counseling office will be open for students/caregivers/teachers

from \_\_\_\_\_ to \_\_\_\_\_

My hours will be from \_\_\_\_\_ to \_\_\_\_\_

(if flexible scheduling is used)

The career center will be open from \_\_\_\_\_ to \_\_\_\_\_



### Other Staff and Volunteers

Role/Responsibility	Person Assigned (no signature required)
School Counseling Department Assistant	
Attendance Assistant/Clerk	
Data Manager/Registrar	
College and Career Center Assistant	
Other Staff	
Volunteers	
<b>Signatures of school counselor and administrator must be within the first two months of school.</b>	
School Counselor Signature	
Administrator Signature	
Date Conference Held & Template Signed	

