

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 Planning and School Support	_____ percent	Foundation, management and accountability and school support	Includes planning and evaluating the school 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 Defined by:	Alpha: last names beginning with _____ to _____	
	Grade level: students in grades _____ to _____	
	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

Data manager/registrar

Career and college center assistant

Other staff

Volunteers

School Counselor Signature/ Date

Principal Signature/ Date
