 Budlong Elementary Annual Agreement

School Counselor: Liza Reed Year: 2013-2014

**School Counseling Program Mission Statement**

The Budlong Elementary School Counseling Department helps prepare all students for success in high school and beyond by implementing a comprehensive, school-wide counseling program that promotes the intellectual, emotional, and social development of all students. Our ethical, data-driven counseling program maximizes student achievement in these areas.

Serving as leaders and advocates for all students, including those with special needs and limited English proficiency, the counseling department creates collaborative partnerships with school administration, staff, students, parents, and supports within the community. The counseling department fully supports Budlong in teaching today’s learners to become tomorrow’s leaders.

**School Counseling Program Goals**

The school counseling program will focus on the following achievement, attendance, behavior and/or school safety 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 | By the end of the first term, 85% of the student body will be able to identify (1) school  counseling staff member and describe at least (2) supported services provided by said  professional. |
| 2 | By the end of the school year, first and second grade students will demonstrate specific  skills necessary to create and sustain healthy relationships with peers and adults through  participation in the “Budlong Buddies” mentor program. |
| 3 | By the end of the school year, 80% of the student body will be able to demonstrate the  academic skills integral to success in high school and post-secondary education – organizational and time management techniques, communication and study skills, and basic technology proficiency. |
| 4 | By the end of the school year, 90% of the student body will be able to identify at least (2) career interests, college goals and/or practical steps to post-secondary achievement. |

**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 | 35% | of time delivering school counseling core curriculum | Provides developmental curriculum content in a systematic way to all students | 80%  or more |
| 5% | of time with individual student planning | of time with individual student planning |
| 30% | of time with responsive services | Addresses the immediate concerns of students |
| Indirect Services for Students | 10% | of time providing referrals, consultation and collaboration | Interacts with others to provide support for student achievement |
| Program Planning and School Support | 12% | of time with foundation, management and accountability and school support | Includes planning and evaluating the school counseling program and school support activities | 20%  or less |

**Advisory Council**

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

October 2, 2013; February 19, 2014; and June 11, 2014

**Planning and Results Documents**

The following documents have been developed for the school counseling program.

\_x\_ Annual Calendar \_x\_ Closing-the-Gap Action Plans

\_x\_ Curriculum Action Plan \_\_ Results Reports (from last year’s action plans)

\_x\_ 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.

Our staff development days are presentations by fellow colleagues at the school about best practices that they are implementing in their classroom or in their grade level. We also have opportunities to attend outside staff development and they the information is shared with the rest of the school.

**Professional Collaboration and Responsibilities**

|  |  |  |
| --- | --- | --- |
| Group | Weekly/Monthly | Coordinator |
| 1. School Counseling Team Meetings | Weekly | Liza Reed |
| 1. Administration/School Counseling Meetings | Monthly | Administration |
| 1. Student Support Team Meetings | Monthly | Liza Reed |
| 1. Advisory Council Meetings | 3 times | Liza Reed |
| 1. School Staff and Faculty Meetings | 10 times | Administration |

**Budget Materials and Supplies**

Annual Budget $\_\_unknown\_\_\_\_\_ Materials and supplies needed:

**School Counselor Availability/Office Organization**

The school counseling office will be open for students/parents/teachers from 8:30am to 3:30pm.

My hours will be from 8:30am to 3:30pm (if flexible scheduling is used)

**Role and Responsibilities of Other Staff and Volunteers**

**School Counseling Department Assistant:** Ayesha Kazi

**Attendance Assistant Clerk:**

**Data Manager/Registrar:**

**Career and College Center Assistant:**

**Other Staff:**

**Volunteers:**

School Counselor Signature

Principal Signature

Date