



# Annual Agreement Template

School Counselor \_\_\_\_\_ Year \_\_\_\_\_

School Counseling Program Mission Statement

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## 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	
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	_____ %	of time delivering school counseling core curriculum	Provides developmental curriculum content in a systematic way to all students	80% or more
	_____ %	of time with individual student planning	of time with individual student planning	
	_____ %	of time with responsive services	Addresses the immediate concerns of students	
Indirect Services for Students	_____ %	of time providing referrals, consultation and collaboration	Interacts with others to provide support for student achievement	
Program Planning and School Support	_____ %	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.

\_\_\_\_\_

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.

\_\_\_\_\_

Professional Collaboration and Responsibilities Choose all that apply.

Group	Weekly/Monthly	Coordinator
A. School Counseling Team Meetings		
B. Administration/School Counseling Meetings		
C. Student Support Team Meetings		
D. Department Chair Meetings		
E. School Improvement Team Meetings		
F. District School Counseling Meetings		
G. (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 \_\_\_\_\_