

## Missouri Comprehensive School Counseling Program Principal/Counselor Annual Agreement

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

### Section 1: School Counseling Program Mission Statement \_\_\_\_\_

### Section 2: Program Goals

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 School's Comprehensive School Counseling Program Manual.

Goal 1 \_\_\_\_\_ Goal 2 \_\_\_\_\_ Goal 3 \_\_\_\_\_

### Section 3: School Counselor Use of Time

The School Counselor plans to spend the following percentage of time delivering the components of the school counseling program. All components are required for a comprehensive school counseling program.

**Current Caseload (Student to Counselor Ratio) \_\_\_\_\_ Desirable State and National Counselor to Student Ratio 250/1**

<b>DIRECT SERVICES TO STUDENTS PROGRAM COMPONENTS</b>	Goal: % Time State Recommendation	School's % Actual Time
Curriculum-Time delivering school counseling curriculum Activities Include: _____ _____ _____	Elementary - 35-45% Middle School/Jr. High - 25-35% High School - 15-25% K-12 Schools - 25 - 35%	
Individual Student Planning-Assist Students with career development and educational planning Activities Include: _____ _____ _____	Elementary - 5-10% Middle School/Jr. High - 15-25% High School - 25-35% K-12 Schools - 20 - 30%	
Responsive Services-Address immediate concerns of students _____ _____ _____	Elementary - 30-40% Middle School/Jr. High - 30-40% High School - 25-35% K-12 Schools - 25 - 35%	

INDIRECT SERVICES FOR STUDENTS PROGRAM COMPONENTS		
System Support-Providing Consultation and collaboration; program management; and professional development Activities Include: _____ _____ _____	Elementary – 10-15% Middle School/Jr. High - 10-15% High School – 15-20% K-12 Schools - 10 - 15%	

Barriers to Implementation	Goal: % Time State Recommendation	School's % Actual Time
Time completing tasks not related to the school counseling program goals		

**Section 4: Professional Collaboration and Fairness Responsibilities**

School Counseling Team Meetings/ District School Counseling Meetings	
Administration/School Counseling Meetings	
Student Support Team Meetings	
Department Chair Meetings	
School Improvement Team Meetings	
Crisis Team Meetings	
Faculty/Staff Shared Responsibilities _____	

**Section 5: Professional Development**

Professional Development Goals for Growth 1 \_\_\_\_\_ 2 \_\_\_\_\_

Professional Affiliations and Memberships (Codes of Ethics followed) 1 \_\_\_\_\_ 2 \_\_\_\_\_

**Section 6: Budget and Resources**

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 \_\_\_\_\_

Counselor's 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 \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_ Date \_\_\_\_\_