

# Principal/Counselor Annual Agreement Template

The intent behind the Principal/Counselor agreement is to encourage conversation between the administration and counseling team to establish an agreed upon role of the school counselor, the importance of a systemic school counseling program, and how the school counseling program supports the overall goals of the school. This is one tool that can be used to document this conversation.

School:

Academic Year:

## Principal Name

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## School Counselor, Ratios and Responsibilities

Indicate how students are assigned to the school counselor caseload and the specific responsibilities assumed by the school counselor.

School Counselor (list all counselors)	Student / Counselor Ratio (per counselor)	Responsibilities – List any specialized assignments by counselor (i.e. scholarships, CTE Pathways, refugee or migrant issues, etc.):
Lead Counselor:	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	

**Total Student/Licensed School Counselor Ratio**   1   /         

## School Counselor Caseload

<b>Caseload Defined by:</b>	Alpha: last names
	Grade level
	All students in building
	Other:

**Data: Access, Attainment and Achievement**

Indicate all data sources that are used to drive program implementation (e.g. SOAR).

**Alignment to School Improvement Plan**

The school counselor(s) are represented in the development of the School Improvement Plan. YES NO

If no, has the school counseling team reviewed the School Improvement Plan goals? YES NO

**School Counseling Program Goals**

Indicate the top three gaps and student needs based off multiple data sources, including the Systemic Assessment.

Top 3 Gaps		School Improvement Plan Alignment
1		
2		
3		

**Use of Time**

The school counseling team will spend approximately the following percentages of time in each component area to ensure the delivery of the school counseling program:

	Planned			Recommended
Direct Services to Students	_____ percent	Plan for College and Career Readiness	Assists students in the development of educational, career and 4-year plans	85 percent or more
	_____ percent	Collaborative Classroom Instruction	Provides developmental curriculum content in a systematic way to all students	
	_____ percent	Systemic Approach to Dropout Prevention	Addresses the immediate concerns of students	
Indirect Services for Students	_____ percent	Administration of program and non-school counseling activities	Includes planning and evaluating the school counseling program and school support activities	15 percent or less
The school counseling team and administrator(s) have reviewed the <i>Appropriate and Inappropriate Activities for School Counselors with the Administration</i> (pg. 77 of the <a href="#">Utah College and Career Readiness School Counseling Program Model</a> ).				YES NO

**Systemic Program Management**

Enter expected completion due date for each item:

Annually	Date of expected completion
School Counseling Program Calendar	
Up-to-date School Counseling Website	
Program at a Glance	
Data Project	
Data Protect & Outcome Data Presentation (faculty)	
Data Protect & Outcome Data Presentation (local board)	
Program Performance Self-Evaluation	

3-6 Year Cycle	Date of expected completion
Systemic (Needs) Assessment	
Interim Performance Review	
Formal Performance Review	

**Individual Professional School Counseling Performance Evaluation**

School counselors are individually evaluated using the Utah Effective School Counselor Performance Standards Rubric according to [R277-530-7: Educational School Counselor Standards](#). YES NO

If no, what evaluation tool will be used?

**Professional Development**

The school counseling team (or individual members) will participate in the following professional development opportunities:

**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		
Cone/Feeder Alignment Meetings		
School Counseling Advisory Meetings		
School Community Council 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        .

The career center will be open from        to        .

Extended days or hours aimed at benefiting student and parents/guardians are available and funded adequately. YES        NO

The school counseling team will implement a “counselor of the day” program so there is always one school counselor available for crisis regardless of the day’s schedule. YES        NO

**Roles and Responsibilities of Other Staff and Volunteers**

List all support staff in the school counseling department and briefly outline their responsibilities that directly supports the school counseling department (i.e. registrar, counseling assistant, etc.)

**Signatures not required** – By saving this document in your electronic evidence file, and/or documenting conversations through Principal/Counselor meeting agenda/minutes, it demonstrates ongoing collaboration between the administration and school counseling team.