

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 (e.g., scholarships, CTE Pathways, refugee or migrant issues, etc.):
Lead Counselor:	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	
	1 /	

Total Student/Licensed School Counselor Ratio 1 /

School Counselor Caseload

Caseload Defined by:	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 school improvement goals. YES NO

If no, has the school counseling team reviewed school improvement goals? YES NO

School Counseling Program Goals

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

Top 3 Gaps		School Improvement Goal 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 Tier 1 curriculum that supports schoolwide goals and promotes student academic & non-academic development	
	_____ percent	Systemic Approach to Dropout Prevention	Addresses the immediate concerns of students	
Indirect Services for Students	_____ percent	Systemic Program Management	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 Utah College and Career Readiness School Counseling Program Model).				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 Assessment & Curriculum Delivery Survey	
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.