 **Annual Administrative Conference**

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| School Counselor |  | School Year |  |

After completing the school data summary, I have identified the following data priorities:

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Based on these data priorities, I will address the following goals as listed in the annual student outcome goal plan templates:

|  |  |
| --- | --- |
| **Annual Student Outcome Goals** | |
| **1** |  |
| **2** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **School Counselor Use of Time** | | | |
| A minimum of 80% of time is recommended for direct and indirect student services and 20% or less in program planning and school support. | | | |
| **Use of Time from Previous School Year**  ***Based on two use-of-time 5-day calculators from previous school year (attached)*** | | | |
| Direct  Student Services | Indirect  Student Services | Program Planning  and School Support | Non-School-Counseling Duties |
| % | % | % | % |
| **Use-of-Time Plan for Current School Year**  ***Indicate your planned time allocations for this school year*** | | | |
| Direct  Student Services | Indirect  Student Services | Program Planning  and School Support | Non-Counseling Duties |
| % | % | % | % |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ratio and Caseload** | | | | | | | | | | | |
| The American School Counselor Association recommended ratio is one school counselor per 250 students. | | | | | | | | | | | |
| **Ratio** | One School Counselor | | | Per | \_\_\_\_ | Students |  | | | | |
| **Caseload defined by:** |  | Alpha Assigned: | | | Last names beginning with: | | | |  | to |  |
|  | Grade Level: | | | Students in grades: | | |  | | | |
|  | All Students in Building | | | | | | | | | |
|  | Other: |  | | | | | | | | |

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| **Program Implementation Plan to Address Priorities** |

Attach the following documents for review and discussion during the conference:

* Classroom and Group Mindsets & Behaviors Action Plan
* Closing-the-Gap Action Plan
* Annual Calendar

# Advisory Council

The school counseling advisory council will meet to provide feedback and input on the school counseling program.

|  |  |
| --- | --- |
| Fall Meeting Date: |  |
| Spring Meeting Date: |  |
| Proposed Members: *(names and stakeholder position)* |  |

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| **Professional Development** |

I plan to participate in the following professional development based on annual student outcome goals and my School Counselor Professional Standards & Competencies   
self-assessment.

|  |  |  |
| --- | --- | --- |
| Date(s) | Topic | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **School and District Committees and Professional Work** | | |
| Group | Time Commitment | School Counselor’s Role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Budget Materials and Supplies**

|  |  |
| --- | --- |
| Materials and supplies needed: |  |

|  |  |
| --- | --- |
| Annual budget: $ |  |

# 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 |  |

# Other Staff and Volunteers

|  |  |
| --- | --- |
| Role/Responsibility | Person Assigned (no signature required) |
| School Counseling Department Assistant |  |
| Attendance Assistant/Clerk |  |
| Data Manager/Registrar |  |
| College and Career Center Assistant |  |
| Other Staff |  |
|  |  |
| Volunteers |  |
|  |  |

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| --- |
| Signatures of school counselor and administrator must be within the first two months of school. |

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| --- | --- |
| School Counselor Signature |  |
| Administrative Signature |  |
| Date Conference Held & Template Signed |  |
| First Day of School |  |