

Use of Time

I plan to spend the following percentage of my time delivering the components of the school counseling program. All components are necessary for a comprehensive school counseling program.

	Planned Use			Recommended
Direct Services to Students	15%	of time delivering school counseling core curriculum	Provides developmental curriculum content in a systematic way to all students	80% or more
	15%	of time with individual student planning	Assists students in developing educational, career and personal plans	
	25%	of time with responsive services	Addresses the immediate concerns of students	
Indirect Services for Students	20%	of time providing referrals, consultation and collaboration	Interacts with others to provide support for student achievement	
Program Planning and School Support	15%	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

Non-Counseling Duties:

The following are assigned tasks that I am required to complete that do not align with the appropriate duties of a school counselor according to the ASCA National Model and SC EEDA Legislation. These tasks take away valuable time from implementing a school counseling program that meets the needs of all students.

Activity	% Time Spent	Continue/Remove	Rationale
Duties (to include assistance w/ testing)	5%	Continue	We are part of the ELW team.

Professional Collaboration and Responsibilities

Group	Weekly/Monthly/Quarterly
School Counseling Dept/Geo Meetings	Monthly
IAT/ 504 Team Meeting	BiMonthly/Review Dates on 504's
District School Counseling Meetings	Monthly
Other: LSS meetings	Quarterly

Professional Development

I would like to participate in the following non-district professional development based on my school counseling program goals.

Conference	Rationale for Request	Dates	Cost
SC Regional School Counselor Workshop	To keep abreast of new trends and standards in our state.	September 23, 2016	Mileage only
ASCA	To keep abreast of national standards and trends.	July 8-11, 2017	If District funded

School Counselor Signature _____

Principal Signature _____

Date _____

Boyd W. Wainwright
Boyd W. Wainwright
10-19-16

Counseling Department Master Calendar

Site: E. L. Wright Middle School

School Year: 2016-17

<p>August Scheduling needs Needs Assessments of teachers and students</p>	<p>January Building Relationships Academic Meetings w/ Repeaters and those in need and possible retentions</p>
<p>September Bullying and Harassment lessons SC Regional Training Academic Meetings w/ Repeaters and those in need</p>	<p>February Decision Making & Conflict Resolution IGP Academic Meetings w/ those in need</p>
<p>October Organization/Set Academic Goals PSAT Academic Meetings w/ those in need Duke TIP</p>	<p>March Test Taking Skills IGP Academic Meetings w/ Repeaters and those in need</p>
<p>November Career Assessments Prepare for Career Day American Education Week Academic Meetings w/ those in need</p>	<p>April Coping & Personal Safety Skills High School Transitions IGP's due by 21st Academic Meetings w/ those in need</p>
<p>December Career Day, Friday, Dec. 2nd Caring for Others</p>	<p>May Middle School Transitions Academic Meetings w/ Repeaters and those in need and possible retentions</p>