

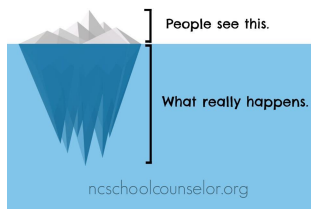
Advocacy At the School, Local, and State Level

— Kelly O'Connell, Rachel Pufall —

Agenda

1. Building Relationships at the school level
2. Building Relationships at the local level
3. Building Relationships at the state level

Effective School Counseling



Who- Teachers and Pupil Service Staff

At the beginning of the school year:

- *Reach out to any new teachers to introduce yourself and explain your role.
- *Check-in with returning staff
- *Roles of all pupil service staff
- *Present Professional development
 - Trauma Informed Care
 - Mental Health
 - Mandatory Reporting
 - School or class/wide curriculum

Who- Your principal/supervisor

At the beginning of the school year discuss:

- *Priorities you agree upon for your use of time throughout the year
- *Roles and responsibilities -counseling and administrative
- *Professional development
- *Make sure your supervisor/principal is aware of your daily activities with daily, weekly, check-ins.
- *Create an Annual Agreement

Annual Administrative Conference						
School Counselor		Year				
After a review of the school data, the following priorities were identified:						
<p>Based on these priorities, the following goals were identified:</p> <p>Annual Student Outcome Goal:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>						
School Counselor Job of Year						
A maximum of five (5) job responsibilities for School Counselors are listed below. Check the box if you performed this responsibility during the year.						
	Direct Student Services	Administer	Provide Services	Non-School Counseling	Coordinate/Provide Referrals	%
	Direct Student Services	Administer	Provide Services	Non-School Counseling	Coordinate/Provide Referrals	%
	Direct Student Services	Administer	Provide Services	Non-Counseling Duties		%
	Direct Student Services	Administer	Provide Services	Non-Counseling Duties		%

Days and Location	
This conference will take place _____ times per year (2018-2019).	
Time	_____ Per _____ Students
Location	<input type="checkbox"/> Main Campus <input type="checkbox"/> Off-site (beginning with _____)
Specialty	<input type="checkbox"/> District Level <input type="checkbox"/> Students in practice
Method	<input type="checkbox"/> In-Building <input type="checkbox"/> Other _____

How to be represented on the Advisory Committee	
Select the following five members for review and discussion during the conference:	
<input type="checkbox"/> District or State Monitor & Immediate Supervisor <input type="checkbox"/> Other (Specify) _____	

Advisory Council	
This school counseling advisory council will meet to provide feedback and input on the school counseling program.	
Chair	_____
Chair Elect	_____
Secretary	_____
Member	_____
Member	_____

Professional Development		
After your participation in this school counseling professional development is complete, record the annual student outcome goal and any School Counselor Professional Standards & Competencies addressed.		
Date	Type	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

School and District Counseling and Prevention #s	
School	_____ (See Department) _____ (School Counseling Site)

Budget Materials and Supplies
 amount of \$_____

Materials and supplies needed: _____

School Counselor Availability/Office Organization
 How much counseling will be open for students/parents/teachers _____

My hours will be from _____ to _____ of weekly scheduling is used:

Other personnel with whom I will _____

Duties and Responsibilities of Other Staff and Volunteers

	School Counseling
_____	School/PT Assistant
_____	Attendance Assistant/Clerk
_____	Data Management/Tracker
_____	College and Career Center
_____	Assistant
_____	Other Staff
_____	Volunteers
_____	_____
_____	_____
_____	School Counselor Signature
_____	Administrative Signature
_____	Date signed _____

Who- Your school board

At least once a year your district counseling team can make a presentation to the school board, no more than 10 minutes. Also invite them into activities at school. Talk about:

- *ACP updates-assessments, portfolios, etc
- *PBIS - your role
- *Your data-students served, etc
- *Conferencing numbers
- *Anything else you are doing that the board will value

Who- Parents and other staff

Be visible:

- *Volunteer
- *Be on committees
- *Respond to phone calls and emails within 24 hours
- *Cafeteria
- *Clubs/Athletics

- What parent communications do you have in place?
 - Is it the best way to communicate?
- How can you reach all parents?
- How can you build it into what you already do using systems already in place?
- What other activities do you participate in within school, but outside of school counseling?

Who- Local legislators

WSCA's annual "Afternoon on the Hill" is the perfect way to let your state representatives know what their school counselors do and how important they are to have in our schools.

*Invite them in for events or day to day activities

*Schedule meetings with them and students when you're in Madison

[Find My Legislator](#)

Who- Local legislators - Senate

[State Senate Districts](#)

[State Senators](#)

[Senate Committees](#)

- [Senate Committee on Education](#)

Who- Local legislators - Assembly

[Assembly District Map](#)

[Assembly Members](#)

[Assembly Committees](#)

- [Assembly Committee on Education](#)
- [Joint Committee on Finance](#)

Who - YOU!



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- Stay up to date on legislative activity

You can elevate the voice of school counselors and the profession!
