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

People see this.

What really happens.

ncschoolcounselor.org
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:

_________________________________________________________________________________________

Based on these priorities, the following goals were identified:

**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.

<table>
<thead>
<tr>
<th>Use of Time from Previous School Year</th>
<th>Direct Student Services</th>
<th>Indirect Student Services</th>
<th>Program Planning and School Support</th>
<th>Non-School-Counseling Duties</th>
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**Ratio and Caseload**

The recommended ratio is one school counselor per 250 students.

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<th>Ratio</th>
<th>One School Counselor</th>
<th>For _____ Students</th>
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<tr>
<td></td>
<td></td>
<td>Alpha Assigned:</td>
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<td></td>
<td>Last names beginning with: _____ to _____</td>
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<td>Grade Level:</td>
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<td>Students in grades:</td>
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<td>Other:</td>
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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: ________
  - Proposed Members:

- Spring Meeting
  - Date: ________
  - Proposed Members:

**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.

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<th>Date(s)</th>
<th>Topic</th>
<th>Cost</th>
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**School and District Committees and Professional Work**

<table>
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<tr>
<th>Group</th>
<th>Time Commitment</th>
<th>School Counselor’s Role</th>
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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 _____________.
My hours will be from ____________ to _____________. (If flexible scheduling is used.)
The career center will be open from ____________ to ____________.

Role and Responsibilities of Other Staff and Volunteers

School Counseling Department Assistant
Attendance Assistant/Clerk
Data Manager/Registrar
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!

http://www.thewheelerreport.com
• Stay up to date on legislative activity

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