# Comprehensive School Counseling Program Implementation Plan

This document will help implementation teams develop a plan for fully implementing the revised school counseling model and standards. While this plan identifies specific steps for full implementation, the team is encouraged to continually review the program and make adjustments as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Action Step | Person(s) Responsible | Resources/Materials Needed | Completion Date |
| Identify Implementation Team* Identify the 3-5 member team that will assist with the planning, implementation, and evaluation of the school counseling program. Members should include school counselors, administrators, and a district school counselor supervisor, if applicable.
* District Implementation Team should include supervisor of school counseling, school counselors, and school administrators.
 |  |  |  |
| Managing the Program: Complete Program Audit* Complete a Program Audit to establish a baseline of program implementation.
 |  |  |  |
| Building the Foundation: School Counseling Philosophy* Develop Group Beliefs, Vision, and Mission Statements
 |  |  |  |
| Building the Foundation: School Counseling Guidelines* Conduct a policy review
* If necessary, align policies to guidelines
* Establish method to ensure guidelines are followed
 |  |  |  |
| Building the Foundation: Program Expectations* Review roles and responsibilities of school counselor(s)
* Reassign roles and responsibilities as necessary
* Determine method and dates for tracking school counselor(s)’ use of time
* Prepare budget aligned to student and school needs
 |  |  |  |
| Managing the Program: Conduct school counseling needs assessment* Identify stakeholder representative to participate in a needs assessment
* Select an assessment instrument
* Compile results to be used for program planning, goal development, and professional growth plan.
 |  |  |  |
| Building the Foundation: Program Goals* Review student and school data
* Identify and prioritize needs
* Write school counseling program goal via MEASURE, SMART goals, etc.
 |  |  |  |
| Managing the Program: School Counselor Competency Assessment* Complete the school counselor competency assessment
* Align results to prioritized student and school needs
* Write a professional growth plan for an identified competency need
 |  |  |  |
| Managing the Program: Program Management Agreement * Complete Program Management Agreement
* Discuss with school leader and sign
 |  |  |  |
| Managing the Program: Action PlansComplete the following action plans:* School Counseling Core Curriculum Action Plan
* Small Group Action Plan
* Closing the Gap Action Plan
 |  |  |  |
| Managing the Program: School Counseling Calendar* Create a yearly calendar that highlights programs and activities of the school counseling program
* Identify strategies for sharing the calendar with stakeholders
 |  |  |  |
| Managing the Program: Lesson Plans* Write lesson plans for curriculum and small group activities
* Share effective lesson plans for meeting counseling standards with the department to be included in the counselor resource center
 |  |  |  |
| Managing the Program: Training on counseling program* Create a presentation to stakeholders explaining the new school counseling program, processes for accessing services for students, and services available.
* Deliver the presentation to faculty and staff.
* Deliver the presentation to students and parents.
 |  |  |  |
| Managing the Program: Advisory Council* Identify and invite potential advisory council members.
* Conduct Advisory Council meeting.
* Notes and sign-in sheets should be maintained to serve as documentation of the meeting.
 |  |  |  |
| Holding the Program Accountable: School counseling program evaluation* Identify representative stakeholders to participate in a review of the effectiveness of the current counseling program.
* Select appropriate evaluation instrument
* Compile results of the evaluation to determine program goals, action plans, and professional growth goals for the upcoming school year.
 |  |  |  |
| Holding the Program Accountable: Program Results* Complete the following results reports:
	+ Curriculum
	+ Small Group
	+ Closing the Gap
* Review the program goal and professional growth goal to determine if they were met.
* Create and distribute a one-page summary of the results reports to show the impact of the counseling program to stakeholders.
 |  |  |  |