 **Annual Administrative Conference**

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| **School Counselor** |  | **Year** |  |

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| **My WHY . . .** |
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**After a review of school data, the following priorities have been identified**:

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**Data Reviewed:**

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**Based on the priorities above, the following goals were identified:**

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| **School Counseling Program Annual Goals** | |
| **1** |  |
| **2** |  |

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| How do these goals align with specific Building SIP Goal(s): | | | | | |
|  | | | | | |
| Check the Iowa Teaching Standard(s) addressed in this plan: | | | | | |
|  | 1. Enhance Student Achievement |  | 4. Instructional Strategies |  | 7. Professional Growth |
|  | 2. Content Knowledge |  | 5. Monitoring Student Learning |  | 8. Professional Responsibilities |
|  | 3. Planning and Preparation |  | 6. Classroom Management |  | |

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| **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** | | | |
| Direct  Student Services | Indirect  Student Services | Program Planning  and School Support | Non-School-Counseling Duties |
| % | % | % | % |
| **Use-of-Time Plan for Current School Year** | | | |
| Direct  Student Services | Indirect  Student Services | Program Planning  and School Support | Non-Counseling Duties |
| % | % | % | % |

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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](https://drive.google.com/open?id=1M2sjqJAXUjIvWRyGxu1Vj0YqcVUpMhGswnRPI2qw798)
* [Closing-the-Gap Action Plan](https://drive.google.com/open?id=14a-pj5vhe1w00aUc0OIuAVeNeV0x4lvv91dfijF9Czo)
* [Annual Calendar](https://drive.google.com/open?id=1ks9We4354DeDEqQvyrD3DImez5Xoumw9Qw1BScxzcfc)
* [Weekly Calendar](https://drive.google.com/open?id=18G6r6W-TKQg5a2Vtg6BJzQPpMg7eh9f_8JwCcW76QuA)

# Advisory Council (RAMP) or Counseling Program Review with Staff

Purpose: To provide feedback and input on the school counseling program.

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| **Fall Meeting Date:** |  |
| **Spring Meeting Date:** |  |
| **Proposed Members:** |  |

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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.

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| **Date(s)** | **Expected Impact on Counselor Performance** | **Data Sources Used to Monitor Impact** |
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| **School and District Committees and Professional Work** | | |
| **Group** | **Time Commitment** | **School Counselor’s Role** |
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**Budget Materials and Supplies**

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| Annual budget: $ |  |

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

# Roles and Responsibilities of Other Staff and Volunteers

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| --- | --- |
|  | School Counseling Department Assistant |
|  | Attendance Assistant/Clerk |
|  | Data Manager/Registrar |
|  | College and Career Center Assistant |
|  | Other Staff |
|  | Volunteers |

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| **Counselor’s Reflections:** |
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| **Administrator’s Comments:** |
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| --- | --- |
|  | School Counselor Signature |
|  | Administrator Signature |
|  | Date Signed |

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