


Developing & Managing Your Elementary & Middle School Guidance and Counseling Programs



Department of Education
Office of School and Youth Development

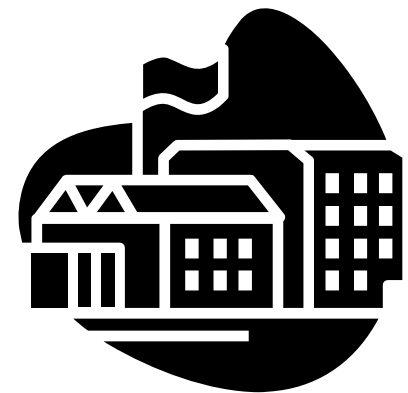


“Today, in a world enriched by diversity and technology, school counselors’ chief mission is still supporting the academic achievement of all students so they are prepared for the ever-changing world of the 21st century” (p. 8).

The ASCA National Model

Training Goals

- FOUNDATION:
Brief Overview of the NYS Model
- DELIVERY SYSTEM:
Introduction to K-8 School Counselor
Roles and Responsibilities
- MANAGEMENT SYSTEM:
- ACCOUNTABILITY SYSTEM:

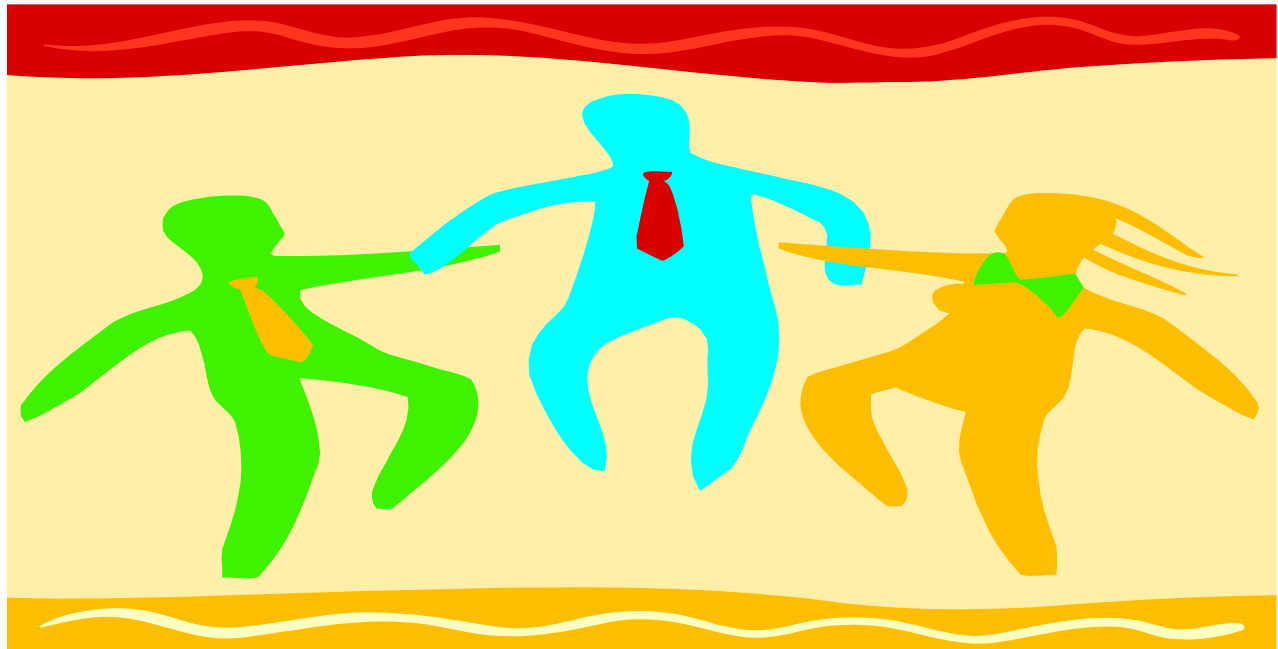


Agenda – New Counselors

- Greetings
- Icebreaker/Introductions
- Overview-NYS Model
- The K-8 Counselor
- Roles and Responsibilities
- Questions and Answers
- Wrap-up
- Evaluation



ICEBREAKER





Overview – NYS Model

As New York State has raised the bar in school improvement, school counselors across the state continue to effectively contribute to the sweeping changes that are impacting students in our schools. In the spirit of No Child Left Behind, New York State counselors apply their professional knowledge and skills to best serve every student so that ***all*** will achieve success in their academic achievement, their personal-social growth and in their career planning pursuits.



80 Years! Isn't it Time!

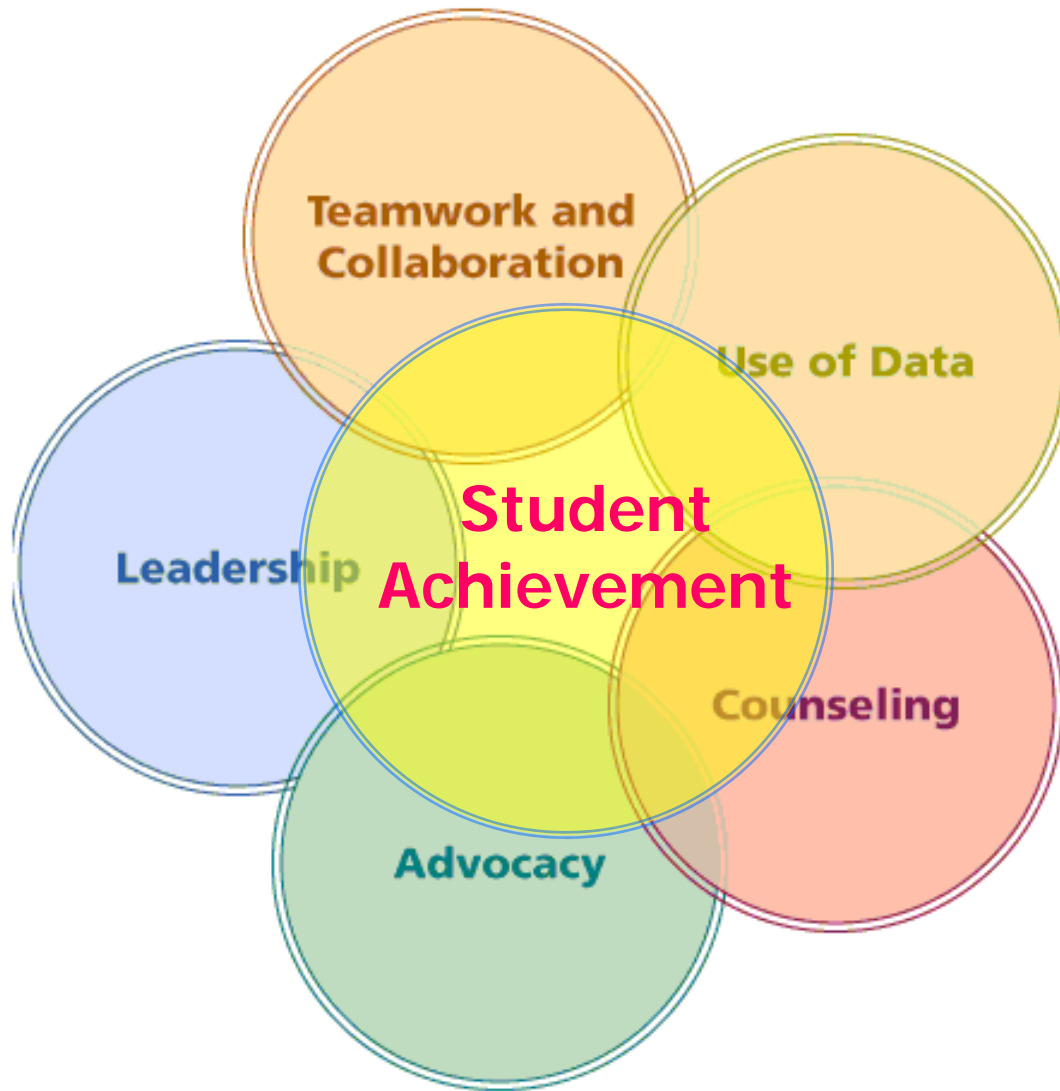
School Counseling
Can Connect to the New Mission
of the Schools



The old question was...
“What do counselors do?”

The new question is...

“How has student achievement increased as a result of what school counselors do?”



How Can School Counselors Do This Work?

- **Creating data-driven school counseling programs aligned with the school's improvement plan to serve students better**
- **Taking a leadership role in schools helps bring about systemic change and alter student outcomes**

Traditional vs. Transformed

- Counseling
- Consultation
- Coordination

- Counseling
- Consultation
- Coordination
- Advocacy
- Teaming and Collaboration
- Data-Driven/Results Based
- Use of Technology

As Part of This Professional Development School Counselors Will:

- **Analyze school data**
- **Create or improve the school counseling program structure**
- **Collaborate with principal to identify data field to impact**
- **Create and implement student focused interventions**
- **Develop a systems focused advocacy project related to school improvement goals**
- **Form a team to address project**
- **Implement strategies**
- **Evaluate and share data from student focused and system focused interventions**
- **Conduct an audit of school counseling program**

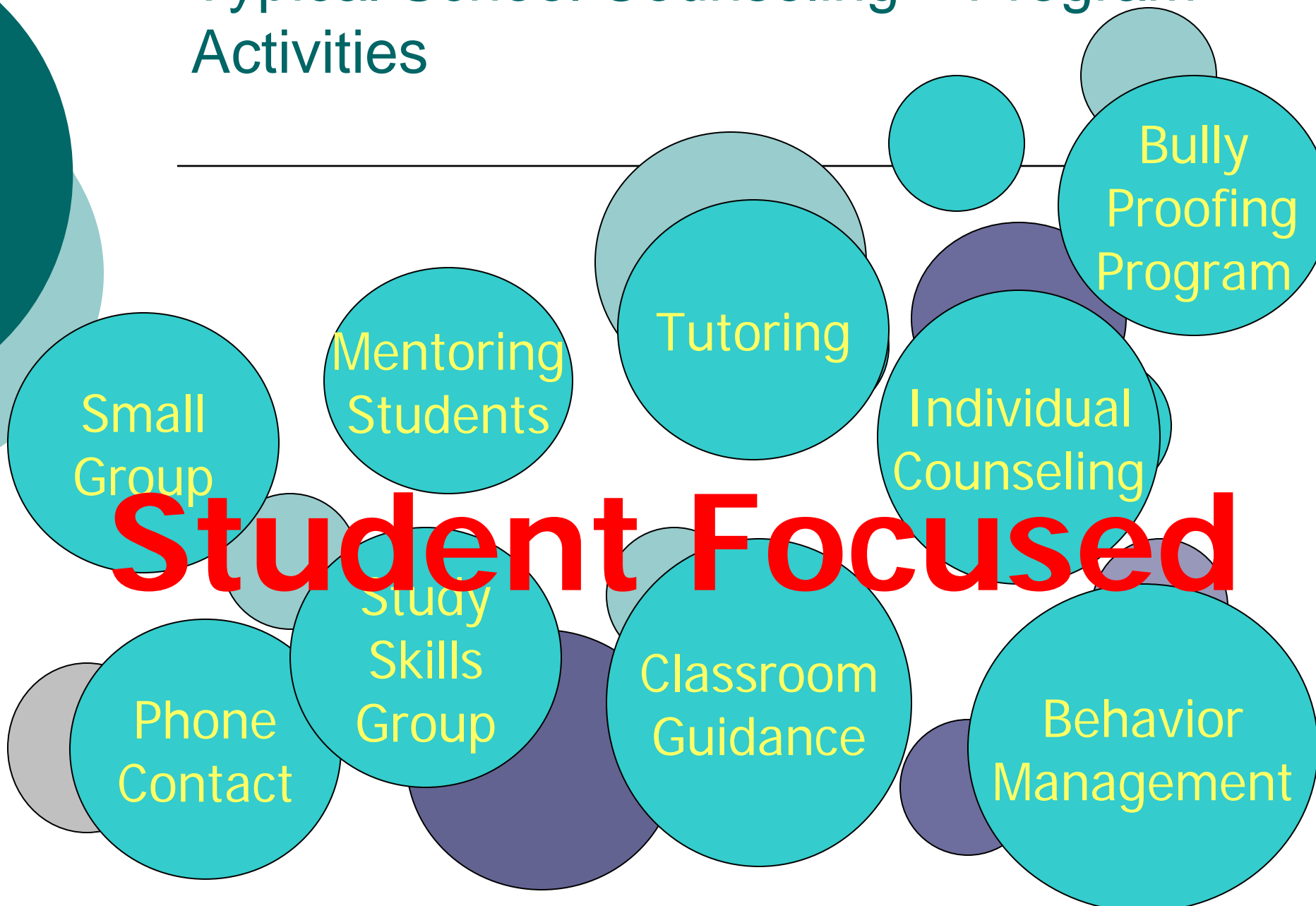
Critical Administrative Support

- Thoughtfully examine how school counselor(s) are being used in the building
- Provide easy access to school data
- Collaborate with school counselor(s) to connect their work to the mission of schools
- Make the school counselor(s) part of the leadership team

ASCA National Standards for Students

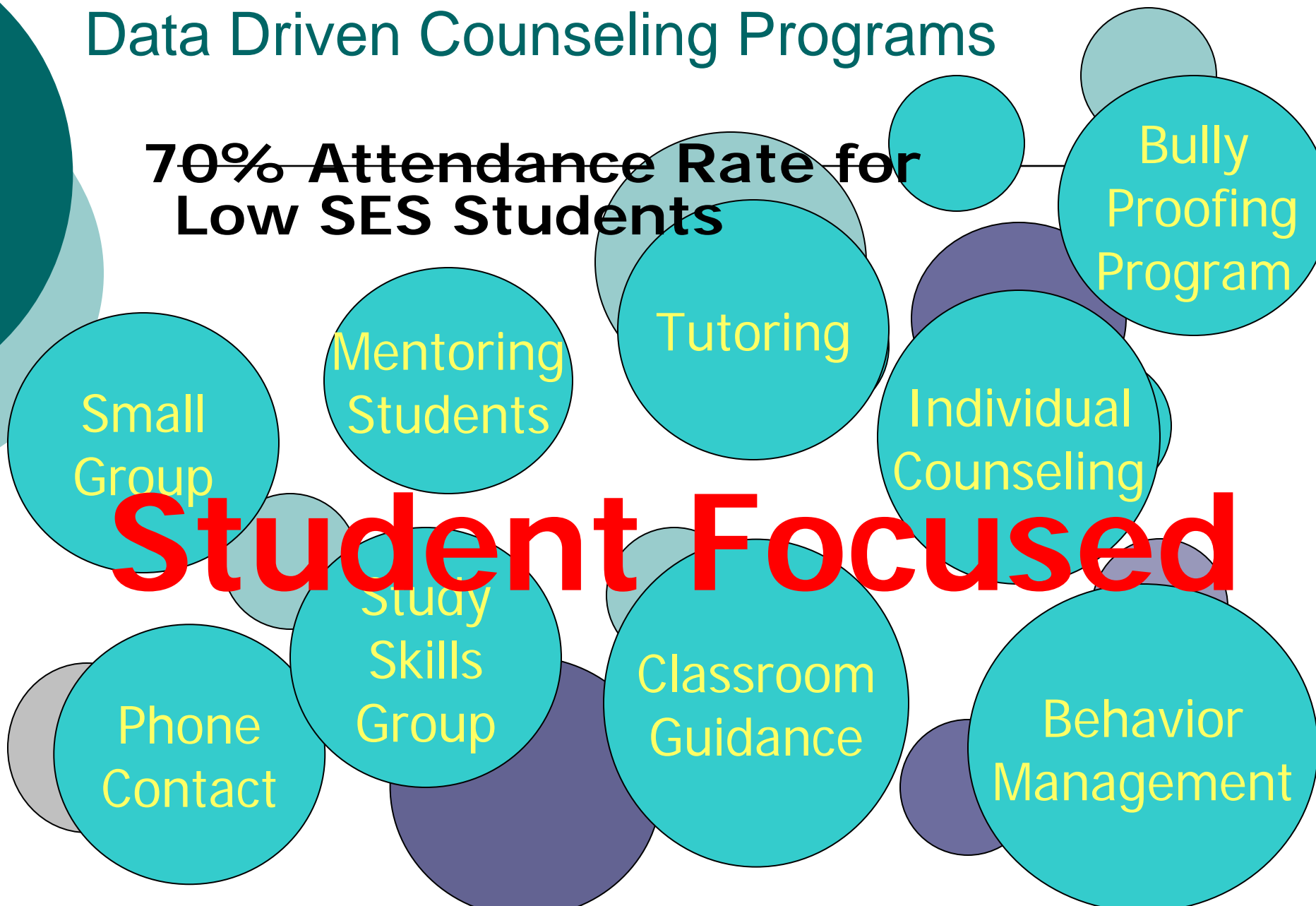


Typical School Counseling Program Activities



Data Driven Counseling Programs

70% Attendance Rate for Low SES Students



Student Focused

Data Driven Counseling Programs

~~70% Attendance Rate for Low SES Students~~

Disaggregate Data By ???

Lead Task Force

Advocate For Change

Review School Structure

Student Focus Groups

System Focused

Review School Policies

Advocate for Task Force

Team With Parents & Community

Review Practices

Grades K-8 Counselors

- Elementary Schools:

K - 5

K - 6

K - 8

Middle Schools:

6- 8

Roles and Responsibilities

Social Advocacy Skills- voicing and planning to challenge the status quo in systems where inequities impede students' academic success.

Leadership Skills

Multicultural counseling and Cross-cultural Communication Skills

Use of Technology for monitoring student progress and student career planning; acquiring and accessing data needed to inform decision making of individual students and the whole school

Use of Data to Effect Change

Knowledge Learning Theory and Practical applications for students and Teachers

Learning Styles Knowledge and application skills

Application of Coordination, Networking, Teaming and Collaboration Skills

Pupil Personnel Teams/AIS/Child Abuse/School Leadership/Attendance/UFT

Establish a Referral System

Program Development, Management and Evaluation skills (Peer Helpers)

Persistent Training Skills

Effective Presentation skills {students/parents/administrators/school staff/community members}

Career Counseling Skills

Application of Non-traditional Parental and Community Outreach Skills

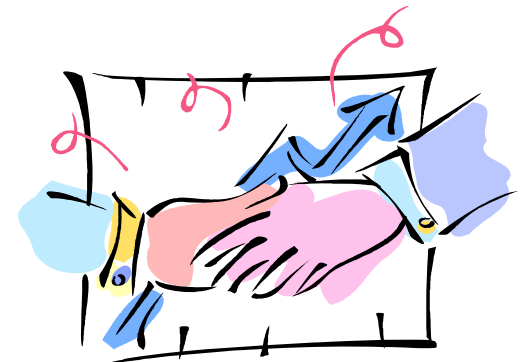
Counseling and consultation

Organizational planning and Management Skills

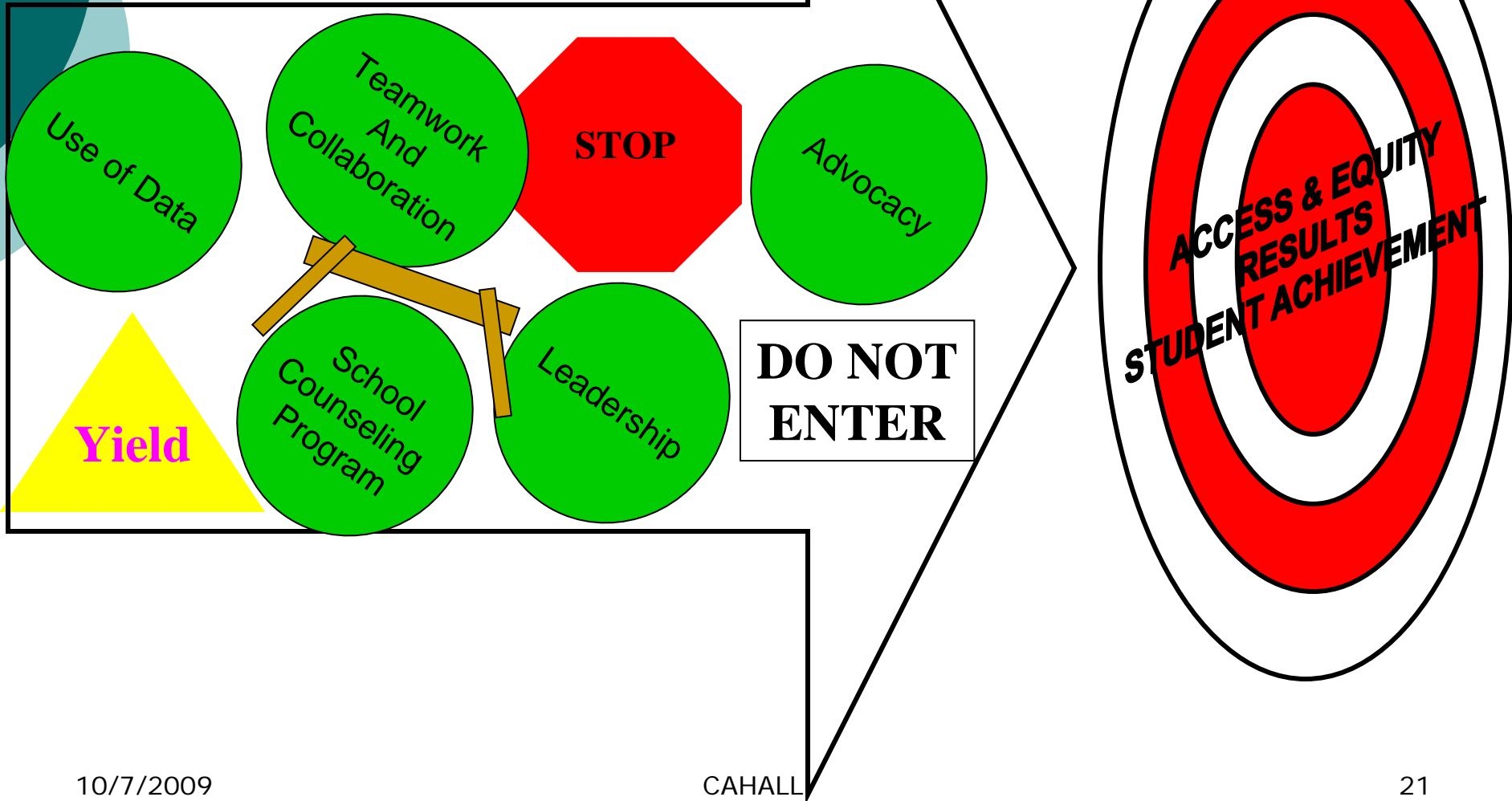
Knowledge of and ability to access Community Resources

Establishing Relationships

- Introduction to School Community
 - ✓ Faculty meeting
 - ✓ Memo to Staff
 - ✓ Bulletin Board
- Conference with Principal / Staff
- Committees:
 - Pupil Personnel Team
 - Child Abuse/Attendance/AIS
 - PTA/School Leadership
 - UFT consultation

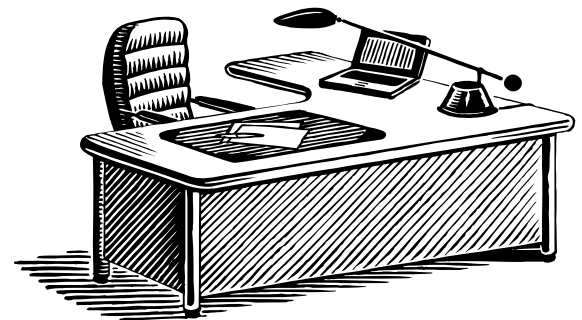


School Counselors and Academic Intervention Teams Taking Action



The Guidance Office

- Location:
desk/chairs telephone/ computer/file cabinet
- Display:
Door- Name / Schedule / IN-CONFERENCE
- Clerical
Room Sign-in and out Book
Daily Guidance Log
Appointment Book
File for each student
General Referral Form





Pupil Personnel Team

- Who are the members?
- What is the purpose of the team?
- When do they meet?
- What is the Pupil Personnel Team?

Mandated Responsibilities:

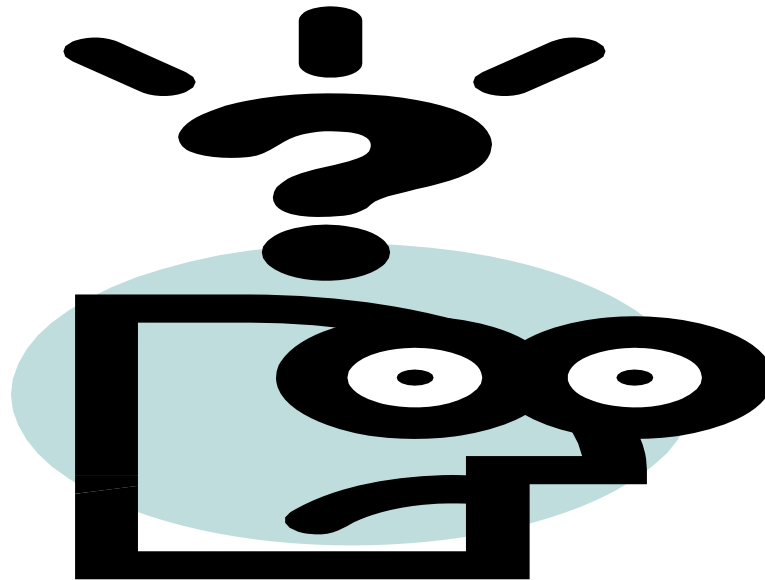
- Attendance Referrals
- Educational Neglect
- Child Abuse and Neglect
- Suicide Report
- On-line Occurrence Reporting
- Enrollment and Transfer –STH Students
- Mandated Counseling

DAY IN THE LIFE

- Individual Counseling
- Group Counseling
- Mandated Counseling
- Student Leadership
- Classroom Lessons
- Assembly Presentations
- Conferences - *Parents/teachers/agencies*
- Review Student Records and Data
- Collaboration – *SBST/Teachers/Administrators*
- Developing a Caseload – *Target Groups/teacher & parent referrals*
- Student Observations
- Develop A Resource Manual -
- Orientation – *New and Returning Students*
- Articulation
- Public Relations



QUESTIONS and ANSWERS



Resources

- **York City New Department of Education**
www.nyc.gov/schools
Chancellors Regulations
All City School Information
- **New York State Education Department**
www.nysed.gov
- **American School Counselors Association**
www.asca.org
- **New York State School Counselor Association**
www.NYSSCA.org



Acknowledgements

Thanks to the contributions and
collaboration with:

The Education Trust National
Center

and

American School Counselors
Association