Profile of an Elementary School Counseling Program

Name: ___________________________ School: ___________________________

Individual Student Planning:
- Conduct Career Interest Inventory for all students
- Meet with at-risk students who are failing at the end of each six weeks
- Identify DUKE Tip students
- Identify students applying to any magnet programs
- Develop three year plans for each 5th-grader
- Assist with choice sheets

Guidance:
Dates and topics for EIGHT (8) different lessons for classroom guidance
- Student Handbook/Counselor Orientation
- Anti-Harassment (Bullying & Cyber-bullying), Internet Safety (CIPA)
- Anti-Victimization-WHO program in 1st, 3rd, & 5th
- Career/Post-Secondary Education
- Suicide Prevention
- Wellness
- Two (2) additional lessons based on outcomes of campus needs assessment
- Conduct 5th-grade class presentation on academies/magnet schools and middle school transition

Responsive Services:
- Individual counseling/ongoing throughout the year
- Conduct three (3) groups for each counselor each semester
- Complete referrals to district and outside agencies
- Complete SRA/RVQ as needed

System Support:
- Conduct a faculty orientation to counseling program
- Conduct a campuswide needs assessment
- Create a Principal/Counselor Agreement with goals and intervention
- Create a campus program calendar
- Complete a daily log for counseling notes
- Conduct professional development training for staff on Suicide and Anti-bullying Awareness
- Maintain 21 hours of professional development
- Meet with regularly scheduled meetings with administrators, teachers & other counselors, monthly or weekly
- Attend vertical planning meetings with feeder schools—one each semester
- Conduct Guidance Advisory Committee meetings—three (3) times throughout the year
- Conduct an annual evaluation of counseling program with Guidance Advisory Committee—in May

Parent Meetings:
- Conduct parent orientation to counseling program
- Conduct two (2) parent meetings based on needs assessment—one each semester
- Conduct one parent meetings on the importance of Higher Education—one each semester
- Conduct transition to middle school parent meeting, planned with middle school counselors
- Conduct social emotional learning training based on the campus needs assessment

Schoolwide Activities:
- Career Day or other career activities
- Schoolwide Higher Education activities
- Other schoolwide activities:
  - Gen TX: Education Go Get It Week (Sept)
  - Red Ribbon week (Oct.)
  - Character Counts activities (Oct.)
  - Anti-Bullying initiatives (Nov.)
  - Kindness Week (Feb.)
  - National School Counseling Week (Feb.)
  - Transition Planning (Feb. – April)