



Forward Thinking, High Achieving.

APPENDIX III

Counselor/Administrator Agreement

Programmatic Delivery by School

The school counseling teams will spend the following time (approximately) in each component area to ensure the delivery of the school counseling program.

Actual Use			Recommended Time		
_____ %	of time delivering guidance curriculum	Provides developmental comprehensive guidance program content in a systematic way to all students K-12	Elementary: 35%–45%	Middle: 25%–35%	High School 15%–25%
_____ %	of time with individual student planning	Assists students and parents in development of academic and career plans	Elementary: 5%–10%	Middle: 15%–25%	High School 25%–35%
_____ %	of time with responsive services	Addresses the immediate concerns of students	Elementary: 30%–40%	Middle: 30%–40%	High School 25%–35%
_____ %	of time with system support	Includes program, staff and school support activities and services	Elementary: 10%–15%	Middle: 10%–15%	High School 15%–20%

MCPS District/Building Goals

Goal Description		Implementation Plan
1		
2		
3		

Programs, Information, Assistance and Outreach

Teachers	Parents	Community

Professional Development for School Counseling Staff

The school counseling team will participate in the following professional development:

_____The counselor leadership team recommends
State/Annual School Counseling conferences

Professional Collaboration

The school counseling department will meet: *circle all that apply*

A. As a counseling department
team: **weekly/monthly/yearly**

B. With school staff (faculty):
weekly/monthly/yearly

C. With the advisory
council:
weekly/monthly/yearly

D. With administration:
weekly/monthly/yearly

E. With subject area
departments(collaboratively):
weekly/monthly/yearly

F. Other:
weekly/monthly/yearly

Budget Materials and Supplies

Yearly Budget
\$ _____

Needed materials, supplies and expenses:

Counselor Availability/Office Organization

The school counseling department will be open for students/parents/teachers from
_____to_____ and _____to _____

Counselor Team Members Roles & Responsibilities

Role and Responsibilities of Other Staff and Volunteers

School counselor will be compensated for extra work hours as described
in the collective bargaining agreement.