

**ELEMENTARY COUNSELING PROGRAM EXPECTATIONS
2007-08**

All elementary counselors will:

Professional Growth:

1. Receive district training in August on *Developmental Guidance Service Plan for Elementary Counselors* and the *Crisis Notebook* procedures from the Assistant Director of Student Support Services-Guidance and Counseling and Elementary Guidance Programs Specialist Attendance is mandatory.
2. Receive district training in February and opportunities for professional growth topics that are pertinent to Elementary school counselors. Attendance in February is mandatory.
3. Attend assigned Counselor work group meetings.
4. Support campus with staff development, offer staff development when appropriate

Guidance Curriculum:

5. Support the Campus Positive Support System through the teaching of the Counseling Curriculum Strands of the *Live This!* Curriculum. Identify at least two Guidance Curriculum Strands in *Live This!* as classroom guidance presentations per grade level.
6. Conduct a form of a campus needs assessment.
7. Review campus needs assessment with Principal. Meet with principal to determine job responsibilities and negotiate if appropriate.
8. Work with principal and other staff on Campus Crisis Plan. Turn in your Crisis Call List to the Elementary Program Specialist.
9. Offer campus preview of materials and program at "Back-to-School" Night.
10. Teach 5th-6th or 6th-7th transition including Financial Aid Information.
11. Introduce and teach the IACP Process (*Individual Academic Career Plan*) to all students in PK-5 (6).

Transition Issues:

12. Attend Elementary-to Middle School Transition meeting.
13. Disseminate Middle School Information to parents regarding feeder middle school information
14. Turn in 100% of the Middle School choice sheets by the deadline. Follow the guidelines of your campus and feeder MS procedures for transition ARDs.

Counseling Issues:

15. Conduct small groups based on teacher/student/parent/administrative referrals
16. Support individuals in crisis using in-district and out-of-district referrals
17. Serve on the IMPACT campus team, as appropriate.
18. Work with additional staff in a team approach for the benefit of all the students

All programs and counselors will be appraised on:

1. Participate in the AISD Appraisal program. His/her principal appraises counselors.
2. Assistant Director of Student Support Services-Guidance and Counseling will review the *Developmental Guidance Service Plan for Elementary Counselors* for each campus and assigns Program Specialist as appropriate to assist with campus improvement.
3. Assistant Director of Student Support Services-Guidance and Counseling works with campus administrators on growth plans within the district guidelines early in the year (by November) with counselors in contractual difficulty.
4. Specific data on students in small groups should be collected and analyzed (# of parent conferences, additional interventions, review of grades, attendance and discipline referrals can be reviewed. Elementary school counselors will turn in an end-of-the-year report to the Program Specialist, along with a campus inventory of materials.
5. Survey campus programs presented in response to community needs.