**COUNSELING PROGRAM IN REVIEW**

*If you do not know the number for these areas, consider tracking the program during the current year. (see samples of time planners)*

*It is recommended that one be done for each counselor and then an overall program review that compiles all counselor work into one overview.*

School name: \_\_\_West Elementary, C.D. Brillhart, & Central Elementary\_\_

School Year: \_\_\_2013-2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor or overall program: Sue Goebel - School Counselor & Christie Fruchey – Counseling Intern

Counselor: Student ratio: \_\_1:600\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_5\_\_ Number of guidance lesson **topics** last year

\_\_65\_\_\_ Number of overall guidance lessons taught (number of classes met with, for example a school with 10 social studies teachers, each with 4 classes, and a counselor presents a guidance lesson for every class would have 40 lessons on one topic. With many topics the number will increase quickly.)

List of Topics and how many times presented:

Topic: Pre-Career Day

Number of times presented \_\_13\_\_

Month covered: October 2013

Strand:

Topic: Perseverance Character Education Lesson

Number of times presented \_\_13\_\_

Month covered: February & March 2014

Strand:

Topic: Abuse Prevention Puppet Show

Number of times presented \_13\_\_\_

Month covered: February 2014

Strand:

Topic: Drug Prevention Puppet Show

Number of times presented \_13\_\_\_

Month covered: October 2013

Strand:

Topic: Career Exploration Presentation

Number of times presented \_13\_\_\_

Month covered: April 2014

Strand:

\_\_\_22\_\_ Total number of individual student visits

\_\_7\_\_ number of visits pertaining to conflict resolution

\_\_\_0\_\_ number of visits pertaining to schedules

\_\_\_0\_\_ number of visits pertaining to scholarships

\_\_0\_\_\_ number of visits pertaining to college applications

\_\_\_10\_\_ number of visits pertaining to problems at home

\_\_\_2\_\_ number of visits pertaining to bullies

\_\_3\_\_\_ number of visits pertaining to friendship problems

\_\_0\_\_\_ number of suicide risk assessments

\_\_0\_\_\_ number of violent behavior risk assessments

\_\_\_\_\_ Other:

\_\_14\_\_\_ Number of groups

\_\_5\_\_\_ Total Number of times met with groups (5 week group that met weekly is 5 times, add up total for all groups)

Group topics:

* Self-esteem
* Anger Management
* Study Skills
* Friendship

\_\_8\_\_\_ Number of Parent Education Nights

Topics:

* F.A.S.T. Program
* Families And Students working Together
* Parent Group
* Special Play
* Rec time & Meal time

\_\_1\_\_\_ Number of parent consults

\_\_3\_\_\_ Other activities involved in

\_\_2\_\_ Pre-Career Day & Career Day

\_\_\_\_ Open house

\_\_\_\_ College Night

\_\_\_\_ Scholarship application information distributed

\_\_\_\_Testing information distributed (PSAT, SAT….)

\_\_\_\_ ARD meetings

\_\_1\_\_ Student referrals

\_\_\_\_ Other:

**Non counseling duties**

\_\_\_\_ Lunch duty (beyond what all staff members take on)

\_\_\_\_ Bus duty (beyond what all staff members take on)

\_\_\_\_ Standardized test administration (beyond what all staff members do)

\_\_\_\_ Number of tests coordinated

\_\_\_\_ Days spent working with testing (counting tests, security)

\_\_\_\_\_ Number of 504 students on roster

\_\_0\_\_ Days spent on 504 students paperwork

\_\_\_\_ Number of students on ESL (ELL) roster

\_\_0\_\_ Days spent on ESL (ELL) paperwork

\_\_\_\_ Other: