



CREATING A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

SUGGESTED IMPLEMENTATION STEPS

DESCRIPTION

This document is to help schools and districts implement a comprehensive school counseling program aligned with the ASCA National Model. This is meant to be a step-by-step process, as outlined below.

Note: If you have some components in place already, please adapt the steps as needed for your situation.

STEP 1

SUGGESTED TRAINING VIDEOS

- [Comprehensive School Counseling Overview](#)
- [Creating Annual and Weekly Calendars](#)

SUGGESTED ACTIVITIES

- [Complete Program Audit](#)
- Begin drafting [weekly calendar](#) (one per school counselor)
- Begin drafting the [annual calendar](#) (one per school)
 - *I recommend this activity be done by allowing school counselors to work with the other school counselors at their level. This will allow for collaboration between schools.*
 - See pages 54-71 in the [OKCSCE](#)
 - [To learn more about calendars](#)

STEP 2

SUGGESTED TRAINING VIDEO

- [Annual Administrative Conference](#)

SUGGESTED ACTIVITY

- Complete the [Annual Administrative Conference](#) by the end of September
 - *I recommend this meeting be done by all school counselors at the start of every year. Even if you have to leave some of the parts blank on the form, starting this conversation is vital. Ideally, after the school counselors have this meeting, they have time to process and share their successes and areas for growth for next year's meeting.*
 - See pages 51-52 in the [OKCSCE](#)
 - [To learn more about the Annual Administrative Conference](#)

STEP 3

SUGGESTED TRAINING VIDEO

- [Using the Use-of-Time Calculator](#)

SUGGESTED ACTIVITY

- Track time using the [Use-of-Time Calculator](#)
 - See pages 52-53 in the [OKCSCE](#)
 - [To learn more about Use-of-Time](#)



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STEP 4

SUGGESTED TRAINING VIDEO

- [Using Lesson Plans](#)

SUGGESTED ACTIVITY

- Create (at least) one classroom lesson or small group using the [lesson plan template](#)
 - *I recommend each school counselor put one of their lessons into the template. Then, create a shared folder for your district so that they can share lesson plans!*
 - See pages 49-51 in the [OKCSCE](#)

STEP 5

SUGGESTED TRAINING VIDEOS

- [Delivering Student Services in Elementary Schools \(Part One\)](#)
- [Delivering Student Services in Secondary Schools \(Part One\)](#)
 - *Select the correct video for your level*

SUGGESTED ACTIVITY

- Group Discussion and Reflection: Discuss what Direct Student Services look like in your school. How are you providing instruction, appraisal and advisement, and counseling? How could you improve these services?
 - See pages 73-100 in the [OKCSCE](#)
 - [To learn more about direct student services](#)
 - [To learn more about small group counseling](#)

STEP 6

SUGGESTED TRAINING VIDEOS

- [Delivering Student Services in Elementary Schools \(Part Two\)](#)
- [Delivering Student Services in Secondary Schools \(Part Two\)](#)
 - *Select the correct video for your level*

SUGGESTED ACTIVITY

- Group Discussion and Reflection: Discuss what Indirect Student Services look like in your school district. How are you collaborating, consulting, and making referrals? How could you improve these activities?
 - See pages 101-103 in the [OKCSCE](#)
 - [To learn more about indirect student services](#)



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STEP 7

SUGGESTED TRAINING VIDEOS

- [Delivering Student Services in Elementary Schools \(Part Three\)](#)
- [Delivering Student Services in Secondary Schools \(Part Three\)](#)
 - *Select the correct video for your level*

SUGGESTED ACTIVITY

- Group Discussion and Reflection: What have you done to advocate for your role? Does your administrator understand the role of a school counselor? Are you spending 80% or more of your time providing direct and indirect student services? What is one thing you could do to work towards increasing that percentage?
 - See page 7 in the [OKCSCE](#)

STEP 8

SUGGESTED TRAINING VIDEO

- [Addressing Inappropriate and Non-School Counseling Duties](#)

SUGGESTED ACTIVITY

- Group Discussion and Reflection: What advocacy efforts could help eliminate [inappropriate and non-school counseling duties](#)? How could you show that school counselors can make a difference in student outcomes when utilized appropriately?
 - See pages 105-107 in the [OKCSCE](#)

STEP 9

SUGGESTED TRAINING VIDEO

- [Creating Beliefs, a Vision Statement and a Mission Statement](#)

SUGGESTED ACTIVITY

- Decide if you want to create district-wide beliefs, vision, and mission or individual school site beliefs, vision, and mission. Begin drafting beliefs, vision, and mission to be finalized in August for the new school year.
 - See pages 35-37 in the [OKCSCE](#)

STEP 10

SUGGESTED TRAINING VIDEO

- [School Counseling Program Assessment](#)

SUGGESTED ACTIVITY

- Complete the [School Counseling Program Assessment](#) and discuss strengths and areas to focus on next year
- See page 108 in the [OKCSCE](#)



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RESOURCES

- **Suggested Books:**
 - ASCA National Model
 - ASCA National Model Implementation Guide
 - ASCA National Model Implementation Guide: Student Standards
 - Culturally Sustaining School Counseling
 - School Counseling to Close Opportunity Gaps
 - Making Data Work
 - The Use of Data in School Counseling
- [Oklahoma Comprehensive School Counseling Framework](#)
- [Oklahoma Comprehensive School Counseling Framework Resources Hub](#)
- [All templates](#) can be found here (these should be used for any school applying for RAMP)
- [OSDE Connect Course](#) for the Oklahoma Comprehensive School Counseling Framework
 - An asynchronous training platform that includes webinars, discussions, and technical assistance as you work towards implementing the Framework. The platform includes self-paced modules. You can earn 20 professional development hours through these modules. While the modules are asynchronous, synchronous support can be provided along the way.
- [Additional Pre-Recorded Webinars](#)
- www.CounselorKirk.com
- [@Counselor_Kirk](#) on Instagram and Twitter