



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 guide after completing the first ten steps.

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

STEP 11

SUGGESTED TRAINING VIDEO

- [Data in Comprehensive School Counseling Programs](#)

SUGGESTED ACTIVITY

- Complete [School Data Summary](#)
 - See pages 38-45 in the [OKCSCE](#)

CONTINUED FROM YEAR ONE

- Complete [Program Audit](#)
- Update and publish [weekly calendar](#) (one per school counselor)
- Update and publish [annual calendar](#) (one per school)
- Finalize Beliefs, Mission Statement and Vision Statement

STEP 12

SUGGESTED TRAINING VIDEO

- [Annual Student Outcome Goals](#)

SUGGESTED ACTIVITY

- Complete [Annual Student Outcome Plan](#)
 - See pages 46-47 in the [OKCSCE](#)

CONTINUED FROM YEAR ONE

- Track time using the [Use-of-Time Calculator](#)
 - Compare to Use-of-Time Data from the previous year. Share the results with administrators.
- Complete the [Annual Administrative Conference](#)

STEP 13

SUGGESTED TRAINING VIDEO

- [The Advisory Council in Comprehensive School Counseling Programs](#)

SUGGESTED ACTIVITIES

- Complete [Advisory Council Planning Worksheet](#) and schedule the meeting
- Begin working on the [Advisory Council Agenda](#)
- *Note: You will use the [Advisory Council Minutes Template](#) to take notes during the meeting*
 - See pages 71-72 in the [OKCSCE](#)



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SUGGESTED IMPLEMENTATION CALENDAR (YEAR TWO)

STEP 14

SUGGESTED TRAINING VIDEOS

- [School Counseling Student Standards](#)
- [Classroom and Group Action Plan](#)

SUGGESTED ACTIVITIES

- Spend some time reading through the [Student Standards](#) gaining familiarity with the layout and how to use them
- Complete the [Classroom and Group Action Plan](#) (*This document is meant to be a working document--continue to add to it throughout the year!*)
 - See page 47 in the [OKCSCF](#)

STEP 15

SUGGESTED TRAINING VIDEO

- [Closing-the-Gap Action Plan and Results Reports](#)

SUGGESTED ACTIVITY

- Complete the [Closing-the-Gap Action Plan and Results Report](#)
 - See page 48 in the [OKCSCF](#)

CONTINUED FROM YEAR ONE

- Create (at least) one classroom lesson or (at least) one small group lesson that is included on your Closing-the-Gap Action Plan or your Classroom and Group Action Plan using the [lesson plan template](#)

STEP 16

SUGGESTED TRAINING VIDEO

- [Results Reports](#)

SUGGESTED ACTIVITIES

- Finalize the [Closing-the-Gap Action Plan and Results Report](#)
- Complete the [Classroom and Group Results Report](#)
- *Note: You do not have to complete the Classroom and Group Results Report for every classroom lesson and every small group that you implement.*
 - See page 109 in the [OKCSCF](#)

STEP 17

SUGGESTED TRAINING VIDEOS

- [School Counseling Ethical Standards](#)
- [School Counseling Ethical Standards \(Update\)](#)

SUGGESTED ACTIVITY

- Group Discussion and Reflection: How do you use the [Ethical Standards](#)?
 - See page 33 in the [OKCSCF](#)



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SUGGESTED IMPLEMENTATION CALENDAR (YEAR TWO)

STEP 18

SUGGESTED TRAINING VIDEO

- [Tier Two Interventions](#)

SUGGESTED ACTIVITIES

- Group Discussion and Reflection: How do school counselors fit into MTSS? What does this look like at your school? Who do you collaborate with in your school setting to create a multi-tiered system?
- Complete the [MTSS and School Counseling Alignment](#) tool (*You can use this [example](#) to assist*)
 - See pages 94-95 and 113-115 in the [OKCSCE](#)

STEP 19

SUGGESTED TRAINING VIDEOS

- [School Counselor Professional Standards & Competencies](#)
- [School Counselor Professional Standards & Competencies Assessment](#)

SUGGESTED ACTIVITIES

- Review [Standards & Competencies](#)
- Complete the [Professional Standards & Competencies Assessment](#)
 - See pages 110-111 in the [OKCSCE](#)

STEP 20

SUGGESTED TRAINING VIDEO

- [School Counselor Performance Appraisal](#)

SUGGESTED ACTIVITIES

- Discuss the possibility of using the [School Counselor Performance Appraisal](#) with your evaluator
- Complete the [School Counseling Program Assessment](#) and discuss strengths and areas to focus on next year
 - See page 112 in the [OKCSCE](#)

RESOURCES

- [Oklahoma Comprehensive School Counseling Framework and 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 (asynchronous training platform)
- [Additional Pre-Recorded Webinars](#)
- www.CounselorKirk.com
- [@Counselor_Kirk](#) on Instagram and Twitter