

Comprehensive School Counseling Program Implementation Timeline

Checklist of Dates

Activity	Date
<p>Identify Implementation Team</p> <ul style="list-style-type: none"> School counselor will identify the 3-5 member team that will assist with the planning, implementation, and evaluation of the school counseling program. Members should include school counselors, administrators, and a district school counselor supervisor, if applicable. District Implementation Team should include supervisor of school counseling, school counselors, and school administrators. <i>This team will assist the school counselor in the development of the school counseling program.</i> 	Aug. 31, 2017
<p>Participate in Implementation Webinar</p> <ul style="list-style-type: none"> The Implementation webinar will introduce teams to the process of creating a plan to implement the new school counseling model and standards. Review the <i>Implementation Guide</i> for specific strategies to effectively implement the new model and standards. 	Sept. 6, 2017 11 a.m. CDT
<p>Document Completion Date</p> <ul style="list-style-type: none"> Implementation Plan Program Audit District should complete district implementation plans and identify specific data points that supervisors will be reviewing to measure the impact of the counseling programs. 	Oct. 31, 2017
<p>Attend professional development opportunities to learn additional strategies for implementation of school counseling model and standards</p> <ul style="list-style-type: none"> Regional School Counselor Collaboratives School Counselor and Administrator Leadership Institute, Murfreesboro LEAD Conference, Nashville TN Counseling Association Conference, Nashville 	Fall 2017 Ongoing Oct. 1-3 Oct. 15-17 Nov. 8-11
<p>Document Completion Date</p> <ul style="list-style-type: none"> Group Beliefs, Vision, and Mission Statements Completed school data review with identified gaps and areas of concern District teams should complete group beliefs, vision, and mission statements. A district data profile can be completed if the district does not have this information already compiled. 	Dec. 20, 2017
<p>Conduct school counseling program and needs assessment</p> <ul style="list-style-type: none"> The school should identify representative stakeholders to participate in both a review of the current counseling program as well as identifying specific needs that should be addressed. 	Dec. 20, 2017

<ul style="list-style-type: none"> The results of the program and needs assessment should be analyzed to determine program goals, action plans, and professional growth goals. 	
<p>Participate in webinar/training on completing the Program Management Agreement</p> <ul style="list-style-type: none"> <i>These trainings will review the process for completing the program management agreement as well as best practices for identifying program goals, advisory councils, school counseling budget, alignment of appropriate responsibilities for counselors, and evaluation planning.</i> <i>Trainings are designed for school counselors, administrators, and district counseling supervisors.</i> 	Feb. 13, 2018 1-2 p.m. CST
<p>Attend professional development opportunities to learn additional strategies for implementation of school counseling model and standards</p> <ul style="list-style-type: none"> Regional School Counselor Collaboratives PIE Conference <p>Review Resource Guide for strategies, resources, and proven practices for meeting school counseling standards.</p>	Ongoing Jan. 2018
<p>Document Completion Date</p> <p>Using data from program and needs assessment, student achievement data, and program goals, school counselors will complete the following action plans:</p> <ul style="list-style-type: none"> School Counseling Core Curriculum Small Group Closing the Gap 	March 30, 2018
<p>Hold first Advisory Council meeting</p> <ul style="list-style-type: none"> The school counselor should identify and invite potential advisory council members. Agendas and meeting schedules should be shared at the first meeting. Notes and sign-in sheets should be maintained to serve as documentation of the meeting. District teams will develop a process for ensuring schools held Advisory Council meetings as well as training calendars for other districts school counseling leaders. 	May 30, 2018
<p>Attend training for all counselors</p> <ul style="list-style-type: none"> Bootcamp training for all school counselors, district supervisor, and administrators to review proven implementation strategies and receive support for final preparations for full implementation of school counseling model and standards. 	Summer 2018
<p>Prepare training on CSCP</p> <ul style="list-style-type: none"> School counselors will deliver a presentation to staff explaining the new school counseling program, processes for accessing services for students, and services available to teachers. School counselors will prepare overview of counseling program for students, parents, and other relevant stakeholders. School counselor should keep a sign in sheets and examples of materials shared as evidence that information was presented. 	Summer 2018

Document Completion Date <ul style="list-style-type: none"> • Program Management Agreement • School Counseling Calendars • School Counselor Competencies assessment/Professional Growth Plan • Deliver training/overview of counseling program with stakeholders 	Aug. 30, 2018
Submit lesson plans, resources, and strategies for meeting standards to Resource Guide	Ongoing
Revise Implementation guide	Ongoing