Monthly School Counseling Tasks Calendar

**\*DRAFT\*** Administrator Check-In Tool TEMPLATE

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| ✔ | BEFORE THE START OF THE SCHOOL YEAR | Contact Person |
|  | Published districtwide AND school site school counseling **annual calendar** (for administration, staff, families, & students to view) |  |
|  | Completed **Tier 1 core curriculum** and **Tier 2 action plans** for the school year |  |
|  | Completed **Annual Agreement** (one per counselor - please sign it and return to them) |  |
|  | **Staff presentation** about the school counseling program (including SMART goals, Tier 1 core curriculum action plan, Tier 2 action plan, and other program activities for the school year, as well as results from the previous year) |  |

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| ✔ | AUGUST/SEPTEMBER (First Month of School) | Contact Person |
|  | Widely **publicize school counseling program**, academic support programs, college/career programming, and social/emotional interventions and the plan for targeting underrepresented populations/families |  |
|  | Scheduled **“data day”** for reviewing grades, behavior, attendance, and other relevant data and determining which students qualify for interventions |  |
|  | Completed **lesson plans** and corresponding **pre-post tests** (aligned with SMART goals) that will be delivered this school year |  |

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| ✔ | OCTOBER | Contact Person |
|  | Scheduled **“data day”** for reviewing **Quarter 1 data** (grades, behavior, attendance, and other relevant data) and determining which students qualify for interventions |  |
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| ✔ | NOVEMBER | Contact Person |
|  | Report of students eligible for **Tier 2 interventions and the schedule** for those interventions |  |
|  | **Tier 1 core curriculum accountability sheet for Quarter 1** (what lessons were presented, to whom, and any results) |  |
|  | Plan for assisting all students in updating their **4-year plans** (high school) and **6-year plans** (middle school) |  |

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| ✔ | DECEMBER | Contact Person |
|  | Implementation of school counseling **annual calendar items** |  |
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| ✔ | JANUARY | Contact Person |
|  | **Tier 1 core curriculum accountability sheet for Quarter 2** (what lessons were presented, to whom, and any results) |  |
|  | Scheduled **“data day”** for reviewing **Semester 1 data** (grades, behavior, attendance, and other relevant data) and determining which students qualify for interventions |  |
|  | Report of students eligible for **Tier 2 interventions and schedule** for those interventions |  |
|  | Plan for **National School Counseling Week** activities (including a **flashlight presentation** to educate stakeholders about the school counselor’s role and impact on students from the Fall curriculum/interventions) |  |

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| ✔ | FEBRUARY | Contact Person |
|  | Implementation of **National School Counseling Week** activities (including a **flashlight presentation** to staff and other stakeholders) |  |

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| ✔ | MARCH | Contact Person |
|  | Scheduled **“data day”** for reviewing **Quarter 3 data** (grades, behavior, attendance, and other relevant data) and determining which students qualify for interventions |  |
|  | Report of students eligible for **Tier 2 interventions and the schedule** for those interventions |  |

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| ✔ | APRIL | Contact Person |
|  | **Tier 1 core curriculum accountability sheet for Quarter 3** including which lessons were presented, to whom, and any results |  |

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| ✔ | MAY | Contact Person |
|  | Implementation of school counseling **annual calendar items** |  |
|  | List of students **not on-track for college and career readiness** and the supports/interventions that are being implemented |  |

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| ✔ | JUNE | Contact Person |
|  | **Tier 1 core curriculum accountability sheet for Semester 2** (what lessons were presented, to whom, and any results) |  |
|  | Scheduled **“data day”** for reviewing **Semester 2 data** (grades, behavior, attendance, and other relevant data) (all schools) |  |
|  | Report of students eligible for **Tier 2 interventions and schedule** for those interventions for the Fall semester |  |

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| ✔ | SUMMER | Contact Person |
|  | Relax, refuel, engage in self-care, and don’t check email or do any work for a period of time! :) | ALL |