



# Elementary School Counselor Management Agreement

School year: 2005-2006  
Counselor: Becky Rackley

School: Holly Ridge Elementary

Date: October 14, 2005

## PROGRAMMATIC DELIVERY

The school counselor/counselors will spend approximately the following time in each component area to ensure the delivery of the school counseling program.

30% of my time delivering guidance curriculum (~12 hrs/wk)  
10% of my time with individual student planning (~4 hrs/wk)

45% of my time with responsive services (~18 hrs/wk)  
15% of my time with system support (~6 hrs/wk)

**Lessons and/or small groups will be delivered in the academic, career and personal/social domain.**

Academic: Study skills, test taking skills, organization, personal academic goals

Career: Career awareness, career interest, middle school preparation

Personal/Social: Self-esteem, divorce, grief, violence prevention, personal goals, family issues, anger management, friendship issues

## Programs and services presented and available to staff include:

Collaboration, consultation, resources (lesson plans, behavior contracts, etc), strategies, referrals for students, information

## Programs and services presented and available to parents include:

Parent education handouts/information, Partnership for Educational Success program, referrals for mental health and/or basic needs, community resource information, home visits, collaboration, consultation, child development information, 6<sup>th</sup> grade orientation, Christmas Angel Tree program

## Programs and services presented and available to the community include:

Community resource information, Christmas Angel Tree program, referrals

The guidance counselor will be available to individual students/parents/teachers at the following times:

9:15 to 3:45

Student walk in if available, by appointment if not available

Parents call or make an appointment

Staff walk in or leave note or message

## PROFESSIONAL DEVELOPMENT

The school counselor will participate in the following professional development:

Once a month regional meetings for counselors

Annual state conference

Classes and/or workshops

## PROFESSIONAL COLLABORATION

Meeting with the administration

Meeting with grade level team

Other: Student Support Team, Partnership for Educational Success

Twice a year meeting with advisory council

---

Counselor signature & date

---

Principal signature & date