

Quaker Valley Middle School
Counselor Management Agreement
2008-2009 Academic Year

Counselors: Christy A. Clapper, Ph.D., Jessica Geis-Frysinger, M.Ed.

Date: August 11, 2008

STUDENT ACCESS:

Students will access the school counselors by:

Grade Level

Domain

Alpha Listing

By academic pathway

No Caseload (see any counselor)

Other

SCHOOL COUNSELOR OF THE DAY

Our counseling program: will will not implement counselor of the day.

DOMAIN RESPONSIBILITIES/Rationale for decision

Looking at our site needs/strengths, the counselors will be identified as the domain counselors for the following areas:

Academic Domain:

Both Dr. Clapper and Mrs. Geis-Frysinger will attend to the academic needs of the students but will focus on the division of that responsibility by both grade and alpha listing. Dr. Clapper will be responsible for the academic needs of all 8th grade students and 7th grade students with surnames beginning with A-K; Mrs. Geis-Frysinger will be responsible for all 6th grade students and 7th grade students with surnames beginning with L-Z.

Career Domain:

Dr. Clapper will bear the responsibility for curriculum delivery to all students building-wide for this domain. Both counselors will deliver curriculum related to goal setting and development in grade 7 and will meet individually with their respective 7th graders as part of this work.

Personal/Social Domain:

Mrs. Geis-Fryinger will bear the responsibility for curriculum delivery to all sixth grade students in this domain, and in particular, curriculum delivered about anti-violence and bullying. Both counselors will develop and deliver curriculum to grade 7 and 8 students about internet safety and cyber-bullying. This is a new initiative this year.

The rationale for more specialized work by the counselors in these areas is to provide them with opportunity to become expert in the domain and to immerse fully in the preparation of curriculum delivery and instruction so that students benefit from a deeper expertise of the counselor. Both counselors will provide small groups to students of all ages as students need or want them on a variety of topics that extend from the classroom instruction and are also based on the perceived needs of students by teachers, parents, and the students themselves.

Programmatic Delivery

The school counseling team will spend approximately the following time in each component area to ensure the delivery of the school counseling program:

___25___ % of time delivering guidance curriculum

___25___ % of time with individual student planning

___35___ % of time with responsive services

___15___ % of time with system support

School Counselor Availability

The school counseling department will be open for student/parent/teacher access from 7:15AM to 3:10 PM daily or when mutually arranged for individual meetings between the counselors and parents/students/teachers.

The department will manage hours of availability by communicating daily with each other to ensure the office is open to provide service to students/parents/teachers.

Programs and services presented and available to parents include:

- the department website and individual counselor websites
- parent information nights at the transition points for students
- parent education nights in collaboration with other staff and administrators on various topics
- the Monday Memo
- counseling office communications by mail
- school X-Press morning show

Programs and services presented and available to staff include:

- topical information workshops

- sharing and interpretation of data
- other topics as needed or requested by administrators or others

Community liaisons, programs and services will include:

- Youth Connect
- Salvation Army

Materials and Supplies

Materials and supplies are provided by the school district for the successful implementation of the school counseling program.

Professional Development

The school counselors will participate in the following professional development:

- District required technology and other training as provided for the implementation of district initiatives
- Department shared initiatives, such as Tech Paths in the development of curriculum maps for Career Education
- Local, state, and national counseling conferences either as presenters or participants

Professional Collaboration

The middle school counselors will meet with the following people as indicated:

1. As a team: Weekly
2. As members of a department: Bi-monthly
3. With school staff (faculty): Monthly faculty meetings
4. With Academic Teams: Weekly
5. With Administration: Weekly
6. With the Advisory Council: Three times in the year

Office Organization

Responsibilities for the support services provided the counseling team will be divided among support services staff:

The school counseling clerk will manage the outer office from 9AM-1PM daily and will assist the counselors in clerical duties related to scheduling, report cards, data management, student records, budget, and the day-to-day operation of the office. Other assistance may be acquired by request from main office personnel when agreed upon by the principal or his designee.

This agreement will be monitored by both counselors and the building principal throughout the year and may be revisited at any time should need be.

Counselor Signature & Date

Jessica Geis-Fryinger _____

Christy A. Clapper _____

Principal Signature & Date

Sean Aiken _____