

Management System: The “What, Why, By Whom” of the Implementation Process

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Management systems support the creation, maintenance, and enhancement of your comprehensive guidance and counseling program. It encompasses the areas of management agreements, advisory council, calendars, use of time and data.

Management agreements define the responsibilities of the administrator and counselor for operation of the school counseling program. These should be renewed yearly and include the Iowa Teacher Professional Development Plan.

An advisory council is a small group of stakeholders appointed to review program results and make recommendations toward program systemic change. I suggest you choose members that are a mix of community leaders, mental health counselors, parents, and students, family service members in your area, school board members and administrators.

In the delivery system chart in your Iowa School Counseling Framework, there are recommended percentages of time allocated in the areas of curriculum, responsive services, individual student planning and system support. There are also resources on the DE website to help you log your program meets these guidelines. Ideally, 80% of our time as professional school counselors should be spent in direct service to parents, students and faculty, leaving 20% of your time to devote toward system support.

Calendars are the other piece to fitting this puzzle together depending on what your unique position is or may be. It is critical to publish what you have planned so that parents, staff and students can plan ahead. Having a monthly calendar that includes dates like upcoming ACT dates, career fairs, and conferences helps communicate my program offerings to everyone. Instead of creating my own, I include this on my school webpage. You do what works best for you. There are calendar templates on the website for you to use. Ultimately, you are going to have to make those critical decisions about where you spend your time at the local level, but be mindful of the national guidelines of the national model and the recommendations from the Iowa Framework to ensure your program reaches all students.

Effective school counseling programs are data driven. Do you know your data? It needs to be collected, analyzed, and interpreted in order to evaluate your program. Data is all around you. There is student achievement data, school program standards and competencies, progress monitoring, individual student progress, system monitoring, student status data.

Prioritize which data is most pressing and where the largest student need and change should be focused. Browse the templates and examples on this page to assist you in personalizing how you manage your comprehensive program.