Middle School Counseling Program
Time Matrix

School counselors are *professional advocates for schools,* who are expected to develop comprehensive programs that improve *student learning*, to devote 80% of their time to direct student services (core curriculum, individual planning, and responsive services), and to operate within a school culture in which every student receives benefits of the program. As student advocates and as members of the educational team, school counselors are essential to the school effort to teach students in a school environment that is safe and respects the rights of every member of the school community.
Based on the American School Counseling Association National Model

Core Curriculum	**Individual Planning**	**Responsive Services**	**System Support**
Time allocation 25-35%	Time allocation 15-25%	Time Allocation 30-40%	Time Allocation 10-15%
Approx time by day allocation:	Approx time by day allocation:	Approx time by day allocation:	Approx time by day allocation:
1 day = 2 hours weekly	1 day = 2 hour weekly	1 day = 3 hours weekly	1 day = 1 hour weekly
2 days = 4 hours weekly	2 days = 4 hours weekly	2 days = 6 hours weekly	2 days = 2 hours weekly
3 days = 6 hours weekly	3 days = 6 hours weekly	3 days = 9 hours weekly	3 days = 3 hours weekly
4 days = 8 hours weekly	4 days = 8 hours weekly	4 days = 12 hours weekly	4 days = 4 hours weekly
5 days = 10 hours weekly	5 days = 10 hours weekly	5 days = 15 hours weekly	5 days = 5 hours weekly
Provides counseling content in a systematic way for the purpose of skill development and application of skills learned.	Assists students in planning, monitoring, and managing their educational, personal/social, and career development.	Addresses the immediate concerns and needs of learners. The purpose is prevention, intervention, and referral as needed.	Management activities that establish, maintain, and enhance school counseling program delivery. Includes program, staff, and school support services.
Academic Development: -Organization: study and test taking skills, cooperative learning -Transitioning: middle and high school options/choices **Social-Emotional Development:** Self Management; Self Awareness; Relationship Skills; Responsible Decision Making; Social Awareness. i.e.Bullying/violence prevention, cyber safety, conflict resolution, ATOD awareness/prevention, feelings/ friendship, suicide prevention, grief/loss/death intervention, individual differences, self-concept, problem solving. **Career Planning:** - College and Career education	**Academic Development:** -Setting educational goals -Transitioning needs -Educational options -4/6 year planning; A-G Requirements -Articulation and Matriculation **Social-Emotional Development:** -Setting personal goals -Improvement planning **Career Planning:** -Identifying skills relating to career interests	**Academic Development:** -Attendance, behavior, special needs, accommodations, academic achievement **Social-Emotional Development:** -ATOD intervention, coping skills, communication skills, crisis management, crisis response grief/loss/death counseling, mandated reporting, peer conflicts/ mediation, refusal strategies, relationship concerns, stress management **Career Planning:** -Assistance in identifying support systems -Addressing special needs	-Counseling program development, implementation, and assessment - Parent and community education - Staff In-services for educators - School Counselor professional development - Incorporation of educational initiatives into one of the 4 guidance components - Community connection and collaboration - Student assistance teams - Crisis management plans
School Counselor's Role -Planning, designing, implementing, and evaluating the school counseling curriculum -Classroom instruction -Interdisciplinary curriculum development -Structured groups -Parent workshops -Study Skills -Academic Planning -College Awareness	**School Counselor's Role** -Assessments -Planning and placement -Individual conferences -Academic planning and review -Implementation and follow-up -Classroom observations -Data collection/analysis -Cumulative reviews	**School Counselor's Role** -Individual and small group counseling -Crisis counseling and resulting referrals -Referrals, from staff or self-referrals -Consultation -Referrals to district supports and/or community agencies -Peer facilitation and conflict resolution -Mandatory reporting of suicide/self- harm -Trauma Informed Care -Restorative Practices -PBIS (Positive Behavioral Interventions & Supports)	**School Counselor's Role** - Professional development - Consultation, collaboration, and teaming - Attendance monitoring - Community outreach - District committees/Program management roles - Data analysis -Classroom observations -At-Risk parent and staff notification and support -Documentation/Log Entries