



SAN DIEGO UNIFIED SCHOOL DISTRICT

Student Services Office

Counseling and Guidance Department

High 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*

<p><b>Core Curriculum</b> Time allocation 15-25% Approx time per week allocation: 6-10 hours weekly</p>	<p><b>Individual Planning</b> Time allocation 25-35% Approx time per week allocation: 10-14 hours weekly</p>	<p><b>Responsive Services</b> Time Allocation 25-35% Approx time per week allocation: 10-14 hours weekly</p>	<p><b>System Support</b> Time Allocation 15-20% Approx time per week allocation: 6-8 hours weekly</p>
<p>Provides counseling content in a systematic way for the purpose of skill development and application of skills learned.</p>	<p>Assists students in planning, monitoring, and managing their educational, personal/social, and career development.</p>	<p>Addresses the immediate concerns and needs of learners. The purpose is prevention, intervention, and referral as needed.</p>	<p>Management activities that establish, maintain, and enhance school counseling program delivery. Includes program, staff, and school support services.</p>
<p><b>Academic Development:</b> -Organization: study and test taking skills, cooperative learning -Transitioning: Post-Secondary options/choices <b>Social-Emotional Development:</b> Self Management; Self Awareness; Relationship Skills; Responsible Decision Making; Social Awareness. i.e. Bullying/ violence prevention, cyber safety, conflict resolution, ATOD awareness/prevention, suicide prevention, grief/loss/death intervention, feelings/ friendship, individual differences, self-concept, problem solving. <b>Career Planning:</b> -Career Education; Career Clusters/ Pathways; College and Career Exploration; Career Surveys</p>	<p><b>Academic Development:</b> -Setting educational goals -Transitioning needs -Four year Academic Planning -High School Graduation Requirements -Educational Options/Post High School Plan -A-G College Admissions Requirements -Financial Aid -Articulation and Matriculation <b>Social-Emotional Development:</b> -Setting personal goals -Improvement planning <b>Career Planning:</b> -Identifying skills relating to career interests -Career Exploration -Career Surveys</p>	<p><b>Academic Development:</b> -Attendance, behavior, special needs, accommodations, academic achievement <b>Social-Emotional Development:</b> -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 <b>Career Planning:</b> -Assistance in identifying support systems -Addressing special needs</p>	<p>-Counseling program development, implementation, and assessment - Parent and community education - Staff In-service for educators - School Counselor professional development - Incorporation of educational initiatives into one of the 4 guidance components -Student Assessment Teams -Community connection and collaboration -Crisis management plans</p>
<p><b>School Counselor's Role</b> -Planning, designing, implementing, and evaluating the school counseling curriculum -Classroom instruction -Interdisciplinary curriculum development -Structured groups -Parent workshops -District Intervention Programs -Study Skills -Academic Planning -College Awareness</p>	<p><b>School Counselor's Role</b> -Assessments -Planning and placement -Individual conferences, student/family -Academic planning and review -Implementation and follow-up -Classroom observations -Data collection/analysis -Cumulative reviews -Transcript Evaluation</p>	<p><b>School Counselor's Role</b> -Individual and small group counseling -Crisis counseling and 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 -Coping and redirection -Contracts (behavior, academics, etc.) -Intervention Groups (behavior, academics, etc.) -Trauma Informed Care -Restorative Practices -PBIS (Positive Behavioral Interventions &amp; Supports)</p>	<p><b>School Counselor's Role</b> - 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 -Parent Notifications</p>