

# School Counselor Advocacy & Non Counseling Duties

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RUSD School Counselors

# Overview

- Welcome
- Introductions
- Stories From the Field
- Advocacy Talking Points
- Advocacy Resources
- Q & A



# About Your Presenters

Dr. Yuri Nava - School Counselor

Elementary & HS Experience

RCTA Executive Board & Site  
Representative



Michael Toner - School Counselor

RCTA Executive Board & SC Union  
Rep

RCTA Committees

Middle School & High School  
Experience

# School Counseling vs. Non School Counseling Duties

- Lets Define
- Poll Everywhere -What Non School Counseling Duties Have You Seen?



Appropriate Activities for School Counselors	Inappropriate Activities for School Counselors
<ul style="list-style-type: none"> <li>■ advisement and appraisal for academic planning</li> </ul>	<ul style="list-style-type: none"> <li>■ building the master schedule</li> </ul>
<ul style="list-style-type: none"> <li>■ orientation, coordination and academic advising for new students</li> </ul>	<ul style="list-style-type: none"> <li>■ coordinating paperwork and data entry of all new students</li> </ul>
<ul style="list-style-type: none"> <li>■ interpreting cognitive, aptitude and achievement tests</li> </ul>	<ul style="list-style-type: none"> <li>■ coordinating cognitive, aptitude and achievement testing programs</li> </ul>
<ul style="list-style-type: none"> <li>■ providing counseling to students who are tardy or absent</li> </ul>	<ul style="list-style-type: none"> <li>■ signing excuses for students who are tardy or absent</li> </ul>
<ul style="list-style-type: none"> <li>■ providing counseling to students who have disciplinary problems</li> </ul>	<ul style="list-style-type: none"> <li>■ performing disciplinary actions or assigning discipline consequences</li> </ul>
<ul style="list-style-type: none"> <li>■ providing short-term individual and small-group counseling services to students</li> </ul>	<ul style="list-style-type: none"> <li>■ providing long-term counseling in schools to address psychological disorders</li> </ul>
<ul style="list-style-type: none"> <li>■ consulting with teachers to schedule and present school counseling curriculum lessons based on developmental needs and needs identified through data</li> </ul>	<ul style="list-style-type: none"> <li>■ covering classes when teachers are absent or to create teacher planning time</li> </ul>
<ul style="list-style-type: none"> <li>■ interpreting student records</li> </ul>	<ul style="list-style-type: none"> <li>■ maintaining student records</li> </ul>
<ul style="list-style-type: none"> <li>■ analyzing grade-point averages in relationship to achievement</li> </ul>	<ul style="list-style-type: none"> <li>■ computing grade-point averages</li> </ul>
<ul style="list-style-type: none"> <li>■ consulting with teachers about building classroom connections, effective classroom management and the role of noncognitive factors in student success</li> </ul>	<ul style="list-style-type: none"> <li>■ supervising classrooms or common areas</li> </ul>
<ul style="list-style-type: none"> <li>■ protecting student records and information per state and federal regulations</li> </ul>	<ul style="list-style-type: none"> <li>■ keeping clerical records</li> </ul>
<ul style="list-style-type: none"> <li>■ consulting with the school principal to identify and resolve student issues, needs and problems</li> </ul>	<ul style="list-style-type: none"> <li>■ assisting with duties in the principal's office</li> </ul>
<ul style="list-style-type: none"> <li>■ advocating for students at individual education plan meetings, student study teams and school attendance review boards, as necessary</li> </ul>	<ul style="list-style-type: none"> <li>■ coordinating schoolwide individual education plans, student study teams, response to intervention plans, MTSS and school attendance review boards</li> </ul>
<ul style="list-style-type: none"> <li>■ analyzing disaggregated schoolwide and school counseling program data</li> </ul>	<ul style="list-style-type: none"> <li>■ serving as a data entry clerk</li> </ul>

**What Non School Counselor Duties Have you Seen?**

Join by Web

Join by Text

1 Go to [PollEv.com](https://www.poll-ev.com)

2 Enter **YURIDIANAVA382**

3 Respond to activity

1 Text **YURIDIANAVA382** to **37607**

2 Text in your message

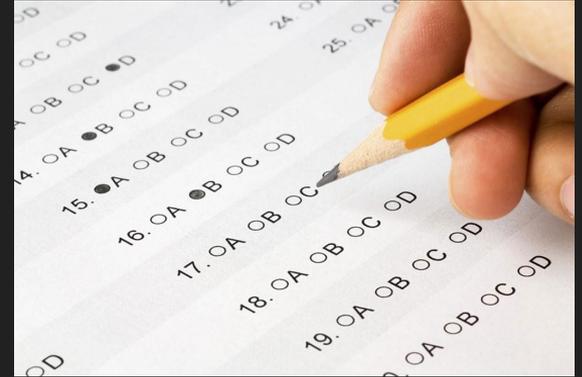
Next

# RUSD History

- MS SC's Master Schedule Duties\*\*
- MS SC's as IEP Admin. Designee\*\*
- MS SC's tasked with Supervision Duty#
- HS SC's Proctoring AP Exams#
- HS SC's performing registrar duties#
- MS/HS SC's tasked with [SST/504](#) Coordination#
- MS/HS SC's tasked with Attendance Duties#
- HS Counselors tasked with registration/enrollment duties#
- SC Risk Assessments aligned w/Ethical Standards\*\*

# changed

\*\* in process



# How the ASCA National Model Can Help Reduce Non School Counseling Duties

- Use of Time Assessment Tool
- Administrative Conference
- Advisory Council



**Annual Administrative Conference**

School Counselor \_\_\_\_\_ Year \_\_\_\_\_

After a review of the school data, the following priorities were identified:

\_\_\_\_\_

\_\_\_\_\_

Based on these priorities, the following goals were identified:

**Annual Student Outcome Goals**

1 \_\_\_\_\_

2 \_\_\_\_\_

**School Counselor Use of Time**

A minimum of 80% of time is recommended for direct and indirect student services and 20% or less in program planning and school support.

Use of Time from Previous School Year				
Direct Student Services	Indirect Student Services	Program Planning and School Support	Non-School-Counseling Duties	
%	%	%	%	
Use-of-Time Plan for Current School Year				
Direct Student Services	Indirect Student Services	Program Planning and School Support	Non-Counseling Duties	
%	%	%	%	

**Ratio and Caseload**

The recommended ratio is one school counselor per 250 students.

Ratio: One School Counselor Per \_\_\_\_\_ Students

Alpha Assigned: Last names beginning with: \_\_\_\_\_ to \_\_\_\_\_

Grade Level: Students in grades: \_\_\_\_\_

All Students in Building

Other: \_\_\_\_\_

**Program Implementation Plan to Address Priorities**

Attach the following documents for review and discussion during the conference:

- Classroom and Group Mindsets & Behaviors Action Plan
- Closing-the-Gap Action Plan
- Annual Calendar

**Advisory Council**

The school counseling advisory council will meet to provide feedback and input on the school counseling program.

**Fall Meeting**  
Date: \_\_\_\_\_

**Spring Meeting**  
Date: \_\_\_\_\_

Proposed Members: \_\_\_\_\_

**Professional Development**

I plan to participate in the following professional development based on annual student outcome goals and my School Counselor Professional Standards & Competencies self-assessment.

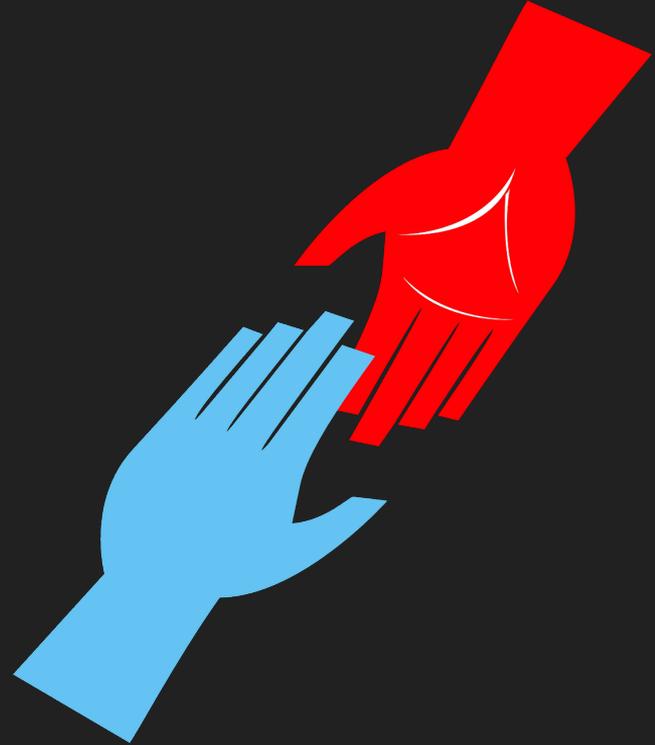
Date(s)	Topic	Cost

**School and District Committees and Professional Work**

Group	Time Commitment	School Counselor's Role

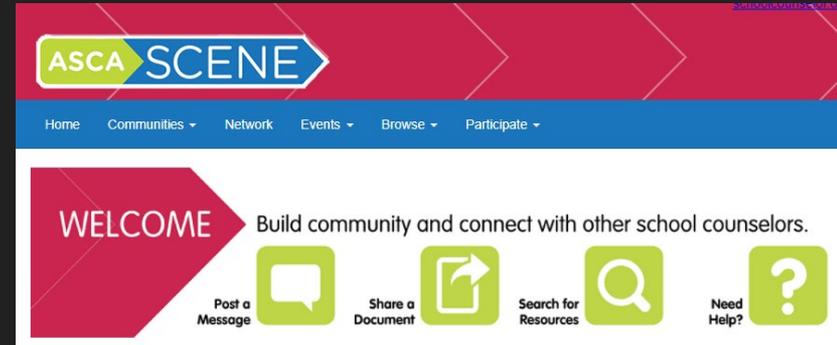
# Additional Advocacy Action Steps You Can Take

- You get what you want by helping others as a whole!
- Be involved!
  - District Committees
  - Union Representation
- Quote education code and articles that advocate for your position
- Offer solutions when bringing up concerns
- Get teachers/other educators to advocate with you
- Reach out for help & support



# Advocacy Resources

- [ASCA Position Statements](#)
- [ASCA Templates](#)
- [SCALE Research Center](#)
- Riverside County Office of Education
  - College/Career Readiness Office
  - Dr. Pedro Caro
  - Catalina Cifuentes
- ASCA STAFF
  - [asca@schoolcounselor.org](mailto:asca@schoolcounselor.org)
  - [ethics@schoolcounselor.org](mailto:ethics@schoolcounselor.org)
- [ASCA SCENE](#)
- [California School Based Health Alliance](#)



# Advocacy Resources Continued- ASCA U

## Legal & Ethical Specialist

Webinar: Legal and Ethical Implications in Working with Minors in Schools ([View webinar](#))

Webinar: 2016 ASCA Ethical Standards for School Counselors ([View webinar](#))

Webinar: Professional Distance, Dual Relations and Boundary Crossing ([View webinar](#))

Webinar: Title IX: Legal Muscle for School Counselor Advocacy ([View webinar](#))

Journal article: [When is it Ethical to Inform Administrators About Student Risk-Taking Behaviors? Perceptions of School Counselors](#)

Journal article: [Exploratory Study of Common and Challenging Ethical Dilemmas Experienced by Professional School Counselors](#)

Journal article: [Maintaining Confidentiality with Minors: Dilemmas of School Counselors](#)

Journal article: [Student Risk-Taking Behaviors: When Do School Counselors Break Confidentiality?](#)

Magazine article: [Negligence in Writing Letters of Recommendation](#)

## School Counselor Leader Specialist

Webinar: [School Counselor Leadership](#)

Webinar: [Leadership Insights for School Counselors](#)

Presentation: [Gain School Board Support](#)

Article: [The Leader Within](#)

Article: [The Messy Process of School Counselor Leadership](#)

Article: [Unwavering Ambition](#)

Article: [Building-Level Leadership](#)

Article: [Director-Level Leadership](#)

Article: [Do You Have a Leadership Mindset?](#)

Article: [Using Results to Get Results](#)

Article: [Designated Data Mondays](#)

Article: [From Position to Program](#)

Article: [School Counselors as Program Leaders: Applying](#)

[Leadership Contexts to School Counseling](#)

Article: [School Counselors as Accountability Leaders:](#)

[Another Call for Action](#)

Article: [Using Leader-Member Exchange Theory to Examine](#)

[Principal-School Counselor Relationships, School Counselor Roles, Job Satisfaction and Turnover Intentions](#)

Article: [High School Counselors' Views of Their Leadership Behaviors: A Q Methodology Study](#)

Article: [Stretching Leadership: A Distributed Perspective for School Counselor Leaders](#)

Article: [Leadership Practices of School Counselors](#)

# What Questions Do You Have ?

Q & A

How Can We Help



