



## **Management Narrative**

Lane Technical High School Counseling Department is made up of 15 individuals;

One counseling department chair,

One counseling assistant/office secretary,

Thirteen full-time counselors that serve the entire 4200 students by a division classroom split from each grade level,

Two of those counselors also serve as College and Career counselors to help students directly with life after high school,

The counseling department also receives support from a Director of Records position; however, she also serves as one of the full-time counselors.

Duties for Lane Technical High School Counseling Department are divided by division classroom, also known as the students' homeroom. Each counselor receives students from each grade level and has roughly 12-15 classrooms in total (about 370 students per counselor). Each counselor is available to students every day from 7:30am-3:30pm and addresses any student needs including academic goals, personal/social issues, and planning for college or other post-secondary opportunities. This allows the students at Lane Technical High School the opportunity to get to know their counselors on a personal level while the counselors get to know the students that they serve.

The Advisory Council at Lane Technical High School was established to serve as a valuable support system for the Lane Tech community. The board consists of people representing all critical stakeholders in the school and community including the counseling department chair, two counselors, the principal, two parents, two students, two teachers, and a community member. The Advisory Board meets on the first Wednesday of every month school is in session to discuss the programs goals and any improvements that need to be made. Members of the Advisory Council collaborate to ensure that the counseling program is constantly working to better serve the needs of the students and is in line with department and school missions as well as the ASCA National Standards.

### **[LINK TO ADVISORY COUNCIL GOALS/CHARGE/MEETING DATES](#)**

The management agreements reflect the job description of the counselors at Lane Technical High School as well as the percentage of time spent in the delivery of guidance curriculum, individual student planning, responsive services, and system support. Division of time spent in these areas may vary from counselor to counselor depending on their specific tasks but is still in line with the ASCA standards. The agreements listed include incorporation of the Lane Tech counseling goals and mission statement as well

as the goals and mission of the school. Also included in the management agreements are the use of professional development which will be supported by professional development funds provided by the school. Each counselor will be given the opportunity to use these funds to participate in professional development opportunities. The principal of Lane Tech will review the management agreements at the beginning of each academic year.

[LINK TO MANAGEMENT AGREEMENT FORM](#)

Lane Technical High School strives to stay well organized and thorough as the department works to meet the needs of all students. The master calendar is created by all members of the counseling department to show important meetings for students and anything that the counseling department may be presenting including, but not limited, to college nights, small group meetings, classroom guidance days, and any peer mentoring meeting days. The master calendar is also used to indicate when advisory council meetings are being held as to not overlap with any other school functions. Upcoming events are posted and adjustments are continually made when and if a crisis arises as to keep the Lane Tech High School community as up to date on events as possible.

[LINK TO CALENDAR](#)