



## Lane Technical High School Management Agreement

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

### STUDENT ACCESS:

Students will access the school counselor by separation of division classrooms. This is roughly 370 students per counselor.

### PROGRAMMATIC DELIVERY:

The school counseling teams will spend approximately the following time in each component area to ensure the delivery of the school counseling program.

15-25% of time delivering guidance curriculum

25-35% of time with individual student planning

25-35% of time with responsive services

15-20% of time with system support

### SCHOOL COUNSELOR AVAILABILITY:

The school counseling department will be open for student/parent/teacher access from 7:30am to 3:30pm everyday school is in session.

The department will manage the division of hours by being available for students/parents/teachers to make appointments as well as have a walk-in hour per counselor where appointments cannot be made and the counselor will always be in the office.

The college and career center will be open from 8:30am to 3:30pm everyday school is in session.

The department will manage division of hours by having students make appointments as well as each have drop-in hours.

Programs and services presented and available to parents include: monthly newsletters, college information night, and FASFA information sessions.

### THE SCHOOL COUNSELORS WILL BE COMPENSATED FOR EXTRA WORK HOURS (BEYOND WORK DAY) BY?

\_\_\_\_\_ Extra Duty Pay

\_\_\_\_\_ Comp time

\_\_\_\_\_ By principal/counselor negotiation

\_\_\_\_\_ Flex schedule

Per union regulations  
 No option for this

**MATERIALS AND SUPPLIES**

What materials and supplies are necessary for the implementation of the school counseling program?

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The following funding resources support the school counseling program:

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**PROFESSIONAL DEVELOPMENT**

The school counseling team will participate in the following professional development:

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**PROFESSIONAL COLLABORATION**

The school counseling department will meet monthly:

- As a counseling department team
- With the school staff (faculty)
- With the advisory council
- With administration
- With subject area departments

This agreement will be monitored during the school year by:

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Counselor signature & date

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Principal signature & date