

Ozark Schools

Counseling Department

CSIP

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Committee Members

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The guidance and counseling program is an integral part of a school district's total educational program. The objectives within each goal of the Counseling Department Plan are organized around at least one of the four program components of the guidance and counseling program.

- 1) **Guidance and Counseling Curriculum:** Each building level has curriculum that consists of lessons with expectations, content standards, and topics by grade level. These may be presented in classrooms or large groups.
- 2) **Individual Student Planning:** This covers areas including: interpersonal relationship skills, awareness and exploration of occupational possibilities, planning for the future, and developing personal plans of study to assure a student's preparation for post-secondary education or career choices.
- 3) **Responsive Services:** This area includes individual and small-group counseling, consultation with parents/guardians and other teachers, and referral to other programs and/or outside agencies as needed.
- 4) **System Support:** A counselor is involved with many areas that are not directly related to working with students as mentioned above. These areas include: working with the community and staff to help them understand the role of the counselor; participating on committees within the school community; reaching out into the community to become aware of resources, community agencies and local labor market information; program management which may include time/task analysis, yearly calendar of activities, and establishing priorities for the year; and, fair-share responsibilities including those responsibilities that all school staff are responsible for and not considered guidance and counseling activities (example- play ground duty).

Ozark R-VI School District Comprehensive School Improvement Plan



GOAL 1: Student Performance

Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic and career goals.



GOAL 2: Highly Qualified Staff

Recruit, attract, develop and retain highly qualified staff to carry out the Local Education Agency (LEA) mission, goals and objectives.



GOAL 3: Facilities & Operations

Provide and maintain appropriate support services with functional and safe facilities.



GOAL 4: Instructional Resources

Provide and maintain appropriate instructional resources.



GOAL 5: Parent & Community Involvement

Promote, facilitate and enhance parent, student and community involvement in the LEA/District educational programs.



GOAL 6: Governance

Govern the Ozark R-VI School District in an efficient and effective manner providing leadership and representation to benefit the students, staff and patrons of the district.

**Student Dedicated Every Day,
Student Driven In Every Way**

STUDENT PERFORMANCE

Goal 1: Address the needs of all students by facilitating their academic, career, and personal/social development as well as by helping create positive and safe learning climates at school and assist students as they face issues and resolve problems that may prevent their healthy development.

Objective 1.1 Individual Student Planning: Counselors will provide individual student planning activities to assist all students to plan, monitor, and manage their academic, career, and personal/social development.

Strategy 1.1.1 Upper Elementary, Junior High, and High School counselors will utilize the Naviance program to implement Personal Plans of Study, develop all students' college and career pathway options, and facilitate test preparation.

MEASUREMENTS:

1. Naviance data will be examined to determine the number of students who have completed Personal Plans of Study
2. Naviance data will be examined to determine the number of students who have completed interest inventories to assist with developing career paths

Objective 1.2 Responsive Services Counselors will provide responsive services to work with students whose personal circumstances, concerns, or problems are threatening to interfere with healthy academic, career, and personal/social development.

Strategy 1.2.1 Counselors will meet with students needing individual attention and provide strategies for coping and problem solving.

Strategy 1.2.2 Counselors will be a supportive resource by attending meetings involving parent concerns, Individual Education Plans and Response to Interventions.

MEASUREMENTS:

1. The Time Task Analysis completed by the counselors will be reviewed to compare annually the amount of time spent with individual students attending to these needs.

Objective 1.3 Guidance Curriculum Counselors will facilitate and provide classroom lessons to all students in the curriculum areas of Personal and Social Development, Academic Development, and Career Development.

Strategy 1.3.1 Counselors will provide lessons on college and career readiness and placement through Naviance and/or Missouri Connections.

Strategy 1.3.2 K-6 Counselors will utilize, teach, and facilitate Positive Behavior Intervention Supports (PBIS) and interactions with students, teachers and parents/guardians.

Strategy 1.3.3 Counselors will meet the needs of their populations through facilitating small group interventions and topical guidance lessons targeted toward specific needs within the population such as bullying, digital citizenship, etc.

MEASUREMENTS:

1. Counselors will review data from the Naviance system including number of students with Personal Plans of Study and number of students using Naviance to request transcripts.
2. Counselors will evaluate PBIS data including the number and severity of discipline incidents
3. Time and Task Analysis will be reviewed to determine the percentage of time spent on guidance curriculum compared to the state recommended time.

Objective 1.4 System Support Counselors will support other educational programs within their building and the district. Examples include: fair-share responsibilities, professional development and staff and community relations.

Strategy 1.4.1 Counselors will be involved with various initiatives and committees within the district related to the educational and personal needs of students.

MEASUREMENTS:

1. The annual time/task analysis will be evaluated to determine the amount of time spent in the area of systems support and compare with state recommendations

HIGHLY QUALIFIED STAFF

Goal 2: Recruit, attract, develop and retain highly qualified counseling staff through professional development and training to carry out the Ozark School District's mission, goals, and objectives.

Objective 2.1 System Support Counselors will participate and educate themselves through professional development opportunities to gain knowledge and resources to help students achieve and succeed.

Strategy 2.1.1 Counselors will attend appropriate grade level seminars and workshops offered by the Ozark R-VI School District and the Missouri School Counselors Association.

MEASUREMENTS:

1. Records from professional development and conferences attended by the counselors will be reviewed to determine the variety and amount of training the counselors are receiving. It will also be analyzed to determine if there are areas

of the counseling program where additional training would be beneficial to the department.

INSTRUCTIONAL RESOURCES

Goal 3: Provide and maintain appropriate instructional resources to maintain the Ozark School District counseling program.

Objective 3.1 Responsive Services Counselors will provide additional training and support by offering enrichment programs and learning opportunities for the teachers of the Ozark school district.

Strategy 3.1.1 Counselors will offer training to provide teachers with classroom management skills through programs such as Positive Behavior Intervention Supports and Love and Logic

Objective 3.2 Responsive Services Add an additional HS Counselor with the job title of "College and Career Readiness Counselor" after the Freshmen Center is completed to help serve the high school community population including Finley River School

MEASUREMENTS:

1. Professional development offerings offered by the counselors will be compared on an annual basis to determine the extent of the trainings made available
2. Data from the high school regarding time spent implementing, training, and using the Naviance program and other career and college based activities will be evaluated to determine the need for an additional counselor
3. Data from Finley River School will be evaluated to determine the amount of time spent scheduling students, providing/finding responsive services, and individual planning including preparation for post high school career/education.

PARENT AND COMMUNITY INVOLVEMENT

Goal 4: Provide quality information, support, and opportunities for parents, students, and community to be involved with the Ozark School District Counseling program.

Objective 4.1 System Support Provide opportunities to invite parents into the Ozark schools to further engage them with their student's educational journey.

Strategy 4.1.1 Counselors will host and facilitate various events at their buildings to meet community and parent needs.

MEASUREMENTS:

1. Participation records from events will be evaluated to determine the participation. Evaluations completed by parents will be used to determine the perceived effectiveness of the offered events.

Supporting data:

The 2015-16 school year is our first year to implement the Naviance program. In the future, comparisons will be made to evaluate improvements to our usage of Naviance in our classrooms.

4 year goal – all 7-12th graders will have a Personal Plan of Study

Currently (March, 2016), 95% of 9th and 10th graders have begun their PPOS. Approximately 50% have their completed.

Naviance parent participation: The high school offered an orientation to Naviance for parents of 9th-11th grade students. Approximately 60% of 9th – 11th grade parents were present. Breakdown as follows: 9th grade 65%; 60% 10th grade; 55% 11th grade

Time-Task Analysis for Elementary k-4 Counselors 2013-2016

Area	State Recommended %	Ozark 2016	Ozark 2014	Ozark 2013
Guidance Curriculum	35-45	27	16	29
Individual Planning	5-10	11	14	15
Responsive Services	30-40	32	29	26
System Support	10-15	25	33	24
Non-Guidance	0	5	8	6

Time-Task Analysis for 5 -8 Counselors 2013-2016

Area	State Recommended %	Ozark 2016	Ozark 2014	Ozark 2013
Guidance Curriculum	25-35	10	14	8
Individual Planning	15-25	16	42	19
Responsive Services	30-40	35	25	45
System Support	10-15	27	13	24
Non-Guidance	0	12	6	4

Time-Task Analysis for 9-12 Counselors 2013-2016

Area	State Recommended %	Ozark 2016	Ozark 2014	Ozark 2013
Guidance Curriculum	15-25	23	11	5
Individual Planning	25-35	35	28	41
Responsive Services	25-35	15	22	25
System Support	15-20	19	33	22
Non-Guidance	0	8	6	6