



SCHOOL COUNSELING PROGRAM SITE VISIT QUESTIONNAIRE

Date: _____

Start/End Time: _____

School: _____

HR Staff: _____

School Staff: _____

Location of School Counseling Office/Suite: _____

INSTRUCTIONS: Utilize this questionnaire as a reference point for conversations to review policies, practices, and procedures that are working well and areas that could be improved. Questions are arranged by four areas of focus--Organizational Roles, Program Implementation, Program Management, and Professional Identity.

NOTE: School counselor(s) is abbreviated as SC.

ORGANIZATIONAL ROLES	NOTES								
General/Staff <i>Type in response.</i> <table border="1"><tr><td># Credentialed SC at Site</td><td></td></tr><tr><td>Student-to-SC Ratio</td><td></td></tr><tr><td># Interns</td><td></td></tr><tr><td>Caseload Organization</td><td></td></tr></table> • How are caseloads assigned? (alpha, grade level, domain, etc.) • What other student support service professionals are at your site? What are their ratios or days of service? • What classified staff are at your site to support the counseling program? • Is a clerical or certificated staff person assigned to the Career Center? • Who supervises SC? Where is their office?	# Credentialed SC at Site		Student-to-SC Ratio		# Interns		Caseload Organization		
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Student-to-SC Ratio									
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Roles and Responsibilities • What is your role in student discipline? • What is your role in the development of the Master Schedule? • What is your role in registering students for classes? • What is your role in testing (e.g. standardized, PSAT, AP, SAT, ACT)? • What is your role on the IEP team? Do									



you provide DIS counseling? What is the typical length of time you provide counseling to students with IEPs? • What is your role on site admin leadership/management team? • How much input do you have in extra duties that are assigned?	
Considerations • How accessible are the SC? What is the proximity to the Support Clerk? • Do SC have input in the selection, training, mentoring, or evaluation of classified staff that support the program? • Are there ways that the role of SC is being diffused or outsourced to non-credentialed staff or external providers? • How are activities of external providers being coordinated and tracked to ensure quality and minimize any duplication of services? • Is there potential internal school staff to collaborate with to a greater degree?	
AREAS OF STRENGTHS:	
AREAS OF THOUGHTFULNESS:	



PROGRAM IMPLEMENTATION	NOTES																				
School Counseling Program Artifacts <i>X = In Place; IP = In Progress; N/A = Not Available</i> <table border="1"><tr><td>SC Program Brochure/Newsletter</td><td></td></tr><tr><td>SC Program Website/Webpage</td><td></td></tr><tr><td>Schoolwide Curriculum Action Plan</td><td></td></tr><tr><td>SC Curriculum Lessons w/ Pre/Post</td><td></td></tr><tr><td>SC Small Groups</td><td></td></tr><tr><td>Parent/Family Engagement</td><td></td></tr><tr><td>Annual Calendar</td><td></td></tr><tr><td>Weekly/Monthly Calendar</td><td></td></tr><tr><td>Results Reports</td><td></td></tr><tr><td>Flashlight Presentation/One Pagers</td><td></td></tr></table>	SC Program Brochure/Newsletter		SC Program Website/Webpage		Schoolwide Curriculum Action Plan		SC Curriculum Lessons w/ Pre/Post		SC Small Groups		Parent/Family Engagement		Annual Calendar		Weekly/Monthly Calendar		Results Reports		Flashlight Presentation/One Pagers		
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School Counseling Program Delivery • Who delivers the school counseling core curriculum? How are SC lessons aligned with the classroom instruction? • What role does Student Advisory have in delivering the counseling curriculum? • Do you run small groups? What types? How often? How are students identified? What curriculum is used/how selected? How are they evaluated? • Does each student have a 4-year plan (or learning plan) on file? When do students create their plan? How often is it reviewed or revised? What is the process? Are parents invited? How long does it take? What is the content of the meeting? • Do you provide parent evening presentations? How many? What topics? Are topics the same each school year? When are presentations held? Do all school counselors participate? What is the parent attendance rate? • How do you use data to drive student interventions? To inform closing-the-gap activities? What data do the SC 'own'? • How do you demonstrate accountability?																					



How often do you have data conversations in meetings?

AREAS OF STRENGTHS:

AREAS OF THOUGHTFULNESS:

PROGRAM MANAGEMENT

NOTES

Procedures

- Who has access to your **calendar**? Who can make appointments on your calendar? How are decisions made about what will be scheduled on your calendar?
- What **student referral process** is currently in place? How do students let you know they want/need to see you? How do teachers or parents refer students to the SC?
- How do you manage **daily drop-ins** from parents and students?
- What **crisis management** processes are in place?
- What **results** do you collect and share? How? With whom?
- How do you utilize **technology** in your systems for increased efficiency?

Teamwork

- What are the observable team dynamics? Level of eye contact? Body language?
- How do the SC communicate?
- What is the level of trust?
- Is the team united or competitive?
- To what degree is there confusion on roles? How do the SC collaborate with other service providers?
- What gives the SC a feeling of accomplishment?
- How secure do you feel in your job?

AREAS OF STRENGTHS

AREAS OF THOUGHTFULNESS:



PROFESSIONAL IDENTITY	NOTES
Marketing and Branding • What marketing strategies do you use to promote your program? • What do others say about the school counseling program? How are you demonstrating that you are meeting your program mission? • Do you offer promotional items translated in other languages? • What tools or platforms do you use for communicating with students? With families? With staff? • How visible is your program? • Is appropriate signage used for SC office? For Career Center? • How inviting and accessible to parents is the space?	
Evaluation • Do you have a performance evaluation that reflects your responsibilities accurately? • Do you have a job description that reflects your responsibilities accurately?	
Professional Learning • What is the last time you attended professional development? Why did you attend? • Are you a member of your state and/or national professional association? • Do you attend regularly or have you attended a state or national conference? Why or why not? • Have you ever presented at a state/national conference? • Have you ever supervised an intern? • What professional learning goals to do you have set? What competencies do you want to build? • What kind of learner are you? What is the most effective way for you to build skills?	
AREAS OF STRENGTHS	
AREAS OF THOUGHTFULNESS	



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