Annual Administrator Conference

Purpose:
The Annual Administrator Conference Template guides the formal discussion between school counselors and the principal and/or the administrator in charge of the school counseling program. School counselors explain the goals, activities and benefits of the school counseling program, increasing an administrator's understanding and support of the school counseling program.

Implementation Notes:
1. Hold the annual administrator conference within the first two months of the school year.
2. Document notes from the annual administrator conference, indicating administrator response to conversation around achievement gap goal(s) and the connection to the school's goals, ASCA Student Standards delivery plan, use of time and the structure and activities of the school counseling department.
3. Each school counselor completes a separate template.
4. Use NA for any item that does not apply.

School Counselor:	*Yolanda Sanchez*
School:	*Nova Heights High School*
School Year:	*2025–2026*

School Counseling Program Plans

Share these documents and discuss significant information with the principal and administrators in charge of the school counseling program.

1. ASCA Student Standards Delivery Plan
2. Achievement Gap Plan

Achievement Gap Goal(s)

The following achievement gap goal(s) will be addressed (from Achievement Gap Plan).

1	By June of 2026, the 15 juniors taking an AP exam for the first time will increase the average AP exam score from 2.4 to 3.0.
2	

School Counselor Use of Time

Previous school year

Average of two use-of-time 5-day calculators from previous year.

Recommended 80% or more		*20% or less*		Non-school-counseling duties
Direct student services	Indirect student services	Program planning activities	Fair-share school support activities	
59%	12%	16%	8%	5%

Planned Use-of-Time for Current Year

Indicate your planned time allocations for this school year

Recommended 80% or more		*20% or less*		Non-school-counseling duties
Direct student services	Indirect student services	Program planning activities	Fair-share school support activities	
60%	15%	20%	5%	0%

Ratio and Caseload

The American School Counselor Association's recommended ratio is one school counselor per 250 students (1:250).

I am ✓ Full Time ☐ Part Time

My Ratio
One school counselor: 315 students

My Caseload *(choose one)*

☐	**All Students** *Number of students:*	
✓	**Alpha** *Last names beginning with:*	A to G
☐	**Grade Level** *Students in grades:*	
☐	**Other** *Describe*	

EXAMPLE

ASCA National Model® Fifth Edition 28/25

Advisory Council

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

First Semester Meeting Date:	Nov. 12, 2025	
Second Semester Meeting Date:	May 17, 2026	
Proposed Members: *(names and member position)*	Name	Position
	Alan Caldwell	Principal
	Yolanda Sanchez	School Counselor
	Lamar Gresham	School Counselor
	Regina Bishop	School Counselor
	Tara McArthur	Math Teacher
	Bill Schmidt	ML Teacher
	Pam Long	Parent of 11th grader
	Clifton James	Parent of ninth grader
	Claudia Camberos	Community Member – HR Director at Kieffer Co.

Professional Development

I plan to participate in the following professional development based on my professional needs and/or professional standards from the ASCA School Counselor Professional Standards & Competencies checklist.

Date(s)	Topic	Cost
Oct. 15–17, 2025	Attending the state school counselor association conference to learn about best practice	$350
January–May 2026	Enrolled in ASCA U Closing the Achievement Gap Specialist course	$99*

EXAMPLE

Annual Administrator Conference

School, District, State and National Committees and Professional Work

Group	My Role	Timeframe
MTSS Tier 2 Intervention Team	Team member	25-26 school year, twice a month
Building Consultation Team	Team member	25-26 school year, weekly
District Mental Health Committee	Committee member representing the school counselors	25-26 school year, one per quarter
Regional Youth Apprenticeship Committee	Provide school counselor perspective and feedback	25-26 school year, one per semester
State School Counselor Association Recognition Committee	Chair of the committee	25-26 school year

Local, State and National Presentations

List any presentations you plan to make to local, state or national events below.

Audience	Title of Presentation	Date
State school counselors at state conference	"Effective Connections with Families of Students of Color"	Oct. 16, 2025
High school staff at our beginning-of-the-year staff meeting	Suicide prevention and intervention protocols for our building (fulfills state requirement to cover these annually)	Sept. 7, 2025

Budget Materials and Supplies

Materials and supplies needed:	Updated professional resources for ASCA National Model Fifth Edition 1. "The ASCA National Model®: A Step by Step Guide" (three needed at $49.95 each) 2. ASCA U training cost (*$99 for ASCA member or $249 for nonmember) 3. ASCA annual membership (three memberships at $129 each)
Annual budget:	$650

EXAMPLE

School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers from:	7:30 a.m. to 3:30 p.m. (if flexible scheduling is used)
My hours will be:	7 a.m. to 3:30 p.m. (if flexible scheduling is used)
The career center will be open from:	N/A to N/A

Other Staff and Volunteers

Choose all that apply.

Role/Responsibility	Person Assigned (no signature required) or NA
School Counseling Department Assistant	Linda Rebolledo
Attendance Assistant/Clerk	N/A
Data Manager/ Registrar	Sara Smithwick
College and Career Center Assistant	N/A
Other Staff	N/A
Volunteers	N/A

EXAMPLE

Signatures of School Counselor and Principal

Document is signed within the first two months of school.

Printed Name	**Signature** (in blue or black ink)
School Counselor: Yolanda Sanchez	*Yolanda Sanchez*
Principal: Alan Caldwell	Alan Caldwell
Administrator in charge of the school counseling program: (if different from principal)	

First Day of School	Sept. 4, 2025
Date of Conference	Oct. 1, 2025

EXAMPLE

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Minutes from Annual Administrator Conference

Summary of discussion and decisions from the administrator conference

Document notes from the annual administrator conference, indicating administrator response to conversation around achievement gap goal(s) and the connection to the school's goals, ASCA Student Standards delivery plan, use of time and the school counseling department structure and activities.

Mr. Caldwell (principal) expressed his excitement that the achievement gap goal was directly connected to one of the school improvement plan goals.

When we shared the ASCA Student Standards delivery plan, Mr. Caldwell stated that he was not familiar with all the standards. Our department suggested that we meet again this fall to specifically discuss the standards to improve his understanding.

There was some good conversation regarding our use of time, specifically the desire to reduce non-school-counseling duties to 0%. Mr. Caldwell wasn't sure if he had the resources to allocate to the current non-school-counseling duties, but he was fairly adamant that this would not occur this school year as he had already allocated all of his resources for the year. Our department suggested that we meet again in late winter to further discuss.

At the end of the conference, Mr. Caldwell shared that he was very grateful for the detail we provided in our Annual Administrator Conference Templates. He asked to have a copy of each so he could refer to them throughout the school year. He also suggested we have a mid-year meeting to share the progress being made.

EXAMPLE

BLANK TEMPLATE FOLLOWS EXAMPLE

School Counselor:

School:

School Year:

School Counseling Program Plans

Share these documents and discuss significant information with the principal and administrators in charge of the school counseling program.

1. ASCA Student Standards Delivery Plan
2. Achievement Gap Plan

Achievement Gap Goal(s)

The following achievement gap goal(s) will be addressed (from achievement gap plan).

1.

2.

School Counselor Use of Time

Previous school year

Average of two use-of-time 5-day calculators from previous year.

Recommended 80% or more		*20% or less*		
Direct student services	Indirect student services	Program planning activities	Fair-share school support activities	Non-school-counseling duties
%	%	%	%	%

Planned Use-of-Time for Current Year

Indicate your planned time allocations for this school year

Recommended 80% or more		*20% or less*		
Direct student services	Indirect student services	Program planning activities	Fair-share school support activities	Non-school-counseling duties
%	%	%	%	%

Ratio and Caseload

The American School Counselor Association's recommended ratio is one school counselor per 250 students (1:250).

I am ☐ Full Time ☐ Part Time

My Ratio
One school counselor _____ students

My Caseload *(choose one)*

☐ **All Students**
Number of students:

☐ **Alpha**
Last names beginning with: to

☐ **Grade Level**
Students in grades:

☐ **Other**
Describe

Advisory Council

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

First Semester Meeting Date:

Second Semester Meeting Date:

Proposed Members: *(names and member position)*	Name	Position

Professional Development

I plan to participate in the following professional development based on my professional needs and/or professional standards from the ASCA School Counselor Professional Standards & Competencies checklist.

Date(s)	Topic	Cost

School, District, State and National Committees and Professional Work

Group	My Role	Timeframe

Local, State and National Presentations

List any presentations you make to local, state or national events below.

Audience	Title of Presentation	Date

Budget Materials and Supplies

Materials and supplies needed:	
Annual budget:	$

School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers from:	_____ to _____ (if flexible scheduling is used)
My hours will be:	_____ to _____ (if flexible scheduling is used)
The career center will be open from:	_____ to _____

Other Staff and Volunteers

Choose all that apply.

Role/Responsibility	Person Assigned (no signature required) or NA
School Counseling Department Assistant	
Attendance Assistant/Clerk	
Data Manager/ Registrar	
College and Career Center Assistant	
Other Staff	
Volunteers	

Signatures of School Counselor and Principal

Must be within the first two months of school.

Printed Name	**Signature** (in blue or black ink)
School Counselor:	
Principal:	
Administrator in charge of the school counseling program: (if different from principal)	
First Day of School	
Date of Conference	

Minutes from Administrator Conference

Summary of discussion and decisions from the administrator conference