

# IMPLEMENTATION CHECKLIST

*This document was adopted from the Tennessee Department of Education*

This document will help teams develop a plan for fully implementing the revised school counseling model and standards. While this plan identifies specific steps for full implementation, the team is encouraged to continually review the program and make adjustments as needed.

Action Step	Person(s) Responsible	Resources or Materials Needed	Completion Date
<p><b>Identify implementation team</b></p> <p><input type="checkbox"/> Identify the 3-5 member team that will assist with the planning, implementation, and evaluation of the school counseling program. Members include school counselors, administrators, and a district school counselor supervisor, if applicable</p> <p><input type="checkbox"/> District implementation team includes supervisor of school counseling, school counselors, and school administrators</p>			
<p><b>Complete program audit</b></p> <p><input type="checkbox"/> Complete a program audit to establish a baseline of program implementation</p>			
<p><b>Define the program:</b></p> <p><input type="checkbox"/> Use Oklahoma Student Standards: Mindsets &amp; Behaviors for Student Success to develop, implement, and assess school counseling program</p> <p><input type="checkbox"/> Use Ethical Standards and School Counselor Professional Standards &amp; Competencies to guide the school counselor</p>			
<p><b>Manage the program: Set program focus</b></p> <p><input type="checkbox"/> Develop beliefs, vision statement, and mission statement</p>			

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<p><b>Manage the program: Set program expectations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have an annual administrative conference</li> <li><input type="checkbox"/> Review roles and responsibilities of school counselor(s)</li> <li><input type="checkbox"/> Reassign roles and responsibilities as necessary</li> <li><input type="checkbox"/> Determine method and dates for tracking school counselor(s)' use of time</li> <li><input type="checkbox"/> Prepare budget aligned to student and school needs</li> </ul>			
<p><b>Manage the program: Set annual outcome goals</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review student and school data</li> <li><input type="checkbox"/> Identify and prioritize needs</li> <li><input type="checkbox"/> Write school counseling program goals</li> </ul>			
<p><b>Manage the program: Complete action plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom and group action plans</li> <li><input type="checkbox"/> Closing the gap action plan</li> </ul>			
<p><b>Manage the program: Create calendars</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a yearly calendar that highlights programs and activities of the school counseling program</li> <li><input type="checkbox"/> Create weekly calendars that provide a detailed plan of a school counselor's activities</li> <li><input type="checkbox"/> Identify strategies for sharing the calendars with stakeholders</li> <li><input type="checkbox"/> Track use of time at least twice yearly to ensure 80% or more of the school counselor's time is providing direct and indirect student services</li> </ul>			

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<p><b>Managing the program: Create lesson plans</b></p> <p><input type="checkbox"/> Write lesson plans for classroom and small group activities</p>			
<p><b>Managing the program: Implement an advisory council</b></p> <p><input type="checkbox"/> Identify and invite potential advisory council members</p> <p><input type="checkbox"/> Conduct advisory council meetings</p>			
<p><b>Manage the program: Training on counseling program</b></p> <p><input type="checkbox"/> Create a presentation to stakeholders explaining the new school counseling program, processes for accessing services for students, and services available</p> <p><input type="checkbox"/> Deliver the presentation to faculty and staff</p> <p><input type="checkbox"/> Deliver the presentation to students and parents</p>			
<p><b>Deliver the program: Direct and indirect student services</b></p> <p><input type="checkbox"/> School counselors should spend 80% or more of their time delivering direct and indirect student services such as instruction, appraisal and advisement, counseling, consultation, collaboration, and referrals</p>			
<p><b>Assess the program: Program assessment</b></p> <p><input type="checkbox"/> Complete the school counseling program assessment</p> <p><input type="checkbox"/> Compile results of the assessment to determine program goals, action plans, and professional growth goals</p>			

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<p><b>Assess the program: Program results</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the annual results reports</li> <li><input type="checkbox"/> Review the program goal and professional growth goal to determine if they were met</li> <li><input type="checkbox"/> Create and distribute a one-page summary of the results reports to show the impact of the counseling program to stakeholders</li> </ul>			
<p><b>Assess the program: School counselor professional standards &amp; competencies assessment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the school counselor professional standards &amp; competencies assessment</li> <li><input type="checkbox"/> Align results to prioritized student and school needs</li> <li><input type="checkbox"/> Write a professional growth plan for an identified competency need</li> </ul>			
<p><b>Assess the program: School counselor performance appraisal</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A qualified administrator completes the school counselor performance appraisal to evaluate the school counselor's performance</li> </ul>			