

School Counseling Program Time and Task Analysis

Date _____
School _____
Counselor _____

	Counseling Curriculum	Individual Student Planning	Responsive Services	System Support	Non-Counseling Activities
	Classroom Guidance	Individual advisement (personal-social, educational, career development)	Consultation	Advisory Boards: site council, school climate plan, etc.	Scheduling
	Small Groups		Individual & group counseling		Substituting
	Parent Education	Individual assessment	Crisis Team, Care Team, Y.S.T., S.S. T.	School-wide enrichment activities •Community Liaison •Staff Development •Program mgmt & professional development	Duties: bus, lunch, recess, time-out, sports, activities
	Parenting Classes	Placement	Referrals		Program mgmt: TAG, TESA. etc.
7:00 - 7:30					
7:30 - 8:00					
8:00 - 8:30					
8:30 - 9:00					
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30					
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2:00 - 2:30					
2:30 - 3:00					
3:00 - 3:30					
3:30 - 4:00					
4:00 - 4:30					
4:30 - 5:00					