



School Counselor Activity Scale

My name is Dan Rempala and I am an Evaluation Specialist with Hawai'i P-20. Hawai'i P-20 aims to increase the number of students prepared for college and career through various initiatives. One such initiative is the Counseling Support Project. Counselors play an important role in college access by helping students prepare for selecting a college, applying for college, acquiring financial aid, etc. In order to improve our services to students and understand how we can better facilitate your role in this process, we are conducting a survey to determine how counselors allocate their time on a regular basis, and we are contacting you to see if you would be interested in participating.

You are invited to participate in this survey because you are a counselor for a Hawaii Department of Education school, and we want to know about your experiences. Your responses on this survey will help GEAR UP Hawai'i understand the time constraints that school counselors face and what interventions can be implemented to improve the situation. The survey will require approximately 20 minutes to complete.

There is no direct benefit to you in participating in this project. However, information from the survey will help us improve programs supported by GEAR UP Hawai'i and better support students to prepare for career and college. There is little-to-no-risk in participating in this project. However, if you are uncomfortable or stressed by answering the survey questions, you can exit the survey at any time without penalty.

We will not ask you for your name, and will not include any personally identifying information in any evaluation or program reports. All information is kept in a secure location and only the program evaluation team has access to it, although legally authorized agencies, including the University of Hawai'i Human Studies Program, have the right to review evaluation records.

Participation in evaluation activities is voluntary. You can choose freely to participate or not participate. In addition, at any point, you can withdraw your permission without any penalty or loss of benefits.

Both online and hard copy versions of the survey have been distributed through different sources. Make sure that you only fill out the survey once.

If you have any questions about this project, please contact me, Dan Rempala, via phone (808) 956-6923 or e-mail (rempala@hawaii.edu). If you have any questions about your rights, you can contact the University of Hawai'i, Human Studies Program, by phone at (808) 956-5007 or by e-mail at uhirb@hawaii.edu.

School Counselor Activity Scale

Below is a list of functions that may be performed by school counselors.

In COLUMN 1, please write the number that indicates how much of your time you typically spend performing each function in a given week.

In COLUMN 2, please write the number that indicates how much time you would PREFER to spend performing each function in a given week.

Please place the corresponding number in each box:

- 0 = you don't do this at all
- 1 = Less than 30 minutes per week (i.e., less than 1% of your total time)
- 2 = 30 minutes to 2 hours per week (i.e., 1% to 5% of your total time)
- 3 = More than 2 hours but less than 4 hours per week (i.e., between 6% and 10% of your total time)
- 4 = 4 hours to 8 hours per week (i.e., 10% to 20% of your total time)
- 5 = More than 8 hours per week (i.e., more than 20% of your total time)

Because many of these activities overlap, we do NOT expect the total values provided to add up to a specific amount (e.g. 100% or 40 hours/week); just give your best estimate.

Section I. Time by Activity

	COLUMN 1 Actual Time	COLUMN 2 Preferred Time
<u>School Counseling Core Curriculum</u>		
Conduct classroom activities to introduce yourself and explain the counseling program to all students		
Conduct classroom lessons addressing career development and the world of work		
Conduct classroom lessons on various personal traits (e.g. responsibility), social interactions (e.g. conflict resolution), or social skills (e.g. character education)		
Coordinate special events and programs for school around academic, careers, or personal/social issues (e.g. career day, drug awareness week, SEL, PBIS)		
<u>Individual Student Planning</u>		
Assist in identifying exceptional students (e.g. special education, IEP)		
Advise students on classes		
Assist students in understanding the link between career goals and individual abilities		
Assist students in exploring post high school options, such as college, military, or work		

	Actual Time	Preferred Time
Assist students in defining career goals		
Assist students in making future training plans consistent with career goals		
Evaluate students' academic plans to support student career choice		
Provide information about financial aid or scholarships		
Provide opportunities for computer-based career or college information		
Provide information about college fairs or job fairs		
<u>Responsive Services</u>		
Counsel or provide interventions for students regarding personal/family concerns (e.g. divorce, death)		
Counsel or provide interventions for students regarding school behavior		
Counsel or provide interventions for students regarding relationships (e.g. family, friends, romantic)		
Counsel or provide interventions for students regarding academic issues		
Counsel or provide interventions for students regarding social skills		
Counsel or provide interventions for students regarding substance abuse issues (own use or family/friend use)		
Counsel or provide interventions for students regarding crisis/emergency issues		
<u>Indirect Student Services</u>		
Coordinate referrals for students and/or families to community or education professionals (e.g. mental health, speech pathology, medical assessment)		
Consult with school staff concerning student behavior		
Consult with community and school agencies concerning individual students		
Consult with parents regarding adolescent development issues		
Provide consultation for administrators (regarding school policy, programs, staff, or students)		
Inform parents about the role, training, program and interventions of a school counselor within the context of your school		
Conduct or coordinate parent education classes or workshops		
Participate in team/grade level/subject team meetings		
Coordinate school-wide response for crisis management and intervention (e.g. SBBH)		

	Actual Time	Preferred Time
Inform teachers/administrators about the role, training, program, and interventions of a school counselor within the context of your school		
<u>Program Foundation/Management/Accountability</u>		
Coordinate and maintain a comprehensive school counseling program		
Keep track of how time is being spent on the functions that you perform		
Attend professional development activities (e.g. state conferences, local in-services)		
Coordinate with an advisory team to analyze and respond to school counseling program needs		
Assess student progress through individual/group counseling with students, teachers, and/or parents		
Conduct needs assessments and collect feedback and data for counseling program evaluations from parents, faculty, or students		
<u>“Other” Activities</u>		
Participate on committees within the school (mandatory)		
Coordinate the standardized testing program (e.g. SBA)		
Conduct AP testing		
Planning and assisting with graduation		
Organize outreach to low-income families (e.g. Thanksgiving dinners, gift drive)		
Respond to health issues (e.g. eye or dental screening)		
504 coordination		
Perform hall, bus, cafeteria, or recess duty (mandatory)		
Schedule students for classes (i.e., registrar duties)		
Enroll students in and/or withdraw students from school		
Maintain/complete educational records/reports (cumulative files, test scores, attendance reports, drop-out reports, legal documents)		
Handle discipline of students		
Substitute teach or cover classes for teachers at your school		

Scale:

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Section II. Time by Category

Based on the categories described above, estimate how much time you spend on the following types of activities in a typical week. General descriptions for the categories are provided below:

School Counseling Core Curriculum: _____ hours, _____ minutes

Individual Student Planning: _____ hours, _____ minutes

Responsive Services: _____ hours, _____ minutes

Indirect Student Services: _____ hours, _____ minutes

Program Foundation/Management/Accountability: _____ hours, _____ minutes

Other Activities: _____ hours, _____ minutes

School Counseling Core Curriculum: Conduct counseling-related classroom activities and/or school-wide events

Individual Student Planning: Assist and advise students regarding college and career options

Responsive Services: Counsel individual students regarding personal, academic, and social problems

Indirect Student Services: Interact with parents, school personnel, and the community regarding counseling-related issues

Program Foundation/Management/Accountability: Manage and evaluate the school's counseling programs, attend professional development activities, and assess student progress

Other Activities: non-counseling-related activities (i.e., teacher or administrative activities)

Section III. Respondent Information

The information below will only be analyzed in aggregate and will not be connected to your individual responses.

- 1) Please indicate the high school or middle school where you work (optional):

- 2) Please indicate what grade levels you work with:

- 3) Please indicate your title (e.g. college counselor, grade-level counselor, etc.):

Thank you for your time!

Please scan completed forms and email to rempala@hawaii.edu or mail hardcopies to:

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