



Organizing a Counseling Department

RACI Matrix for a Counseling Department

A responsibility assignment matrix, also known as a RACI matrix, from Kelly High School that describes the roles and responsibilities of each member of the Counseling Department.

RACI Matrix for a Counseling Department

Sample from Kelly High School

ASCA DOMAIN	PROJECTS	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
ACADEMIC	Freshman	Vonesh	Resendiz/Argyelan	ALL Counselors	Staff
ACADEMIC	Sophomore	Preciado	Moore	ALL Counselors	Staff
ACADEMIC	Junior	Vonesh	Taylor	ALL Counselors	Staff
ACADEMIC	Senior	Preciado	O'Connor/ Argyelan	ALL Counselors	Staff
ACADEMIC	Programming Course Selection	Sokolowska	Argyelan	ALL Counselors	Staff
ACADEMIC	Credit Recovery	ALL Counselors	Taylor	Administration	Staff
ACADEMIC	National ACT Testing	O'Connor	Argyelan	Administration	ALL Counselors
ACADEMIC	AP Testing	Morrison	Buniak	Argyelan	ALL Counselors
SOCIAL/EMOTIONAL					
SOCIAL/ EMOTIONAL	Behavioral Health Team	All Counselors	Bejar	ALL Counselors	Administration
SOCIAL/ EMOTIONAL	Social and Academ- ic Supports Team	O'Connor/Preciado	Jackson	ALL Counselors	Administration
SOCIAL/ EMOTIONAL	Bilingual Supports	Preciado	Torres/Lane	Administration	ALL Counselors
PERSONAL/ SOCIAL	Parent Community Outreach Committee	Vonesh	Bejar/Pui	ALL Counselors	ALL Counselors
COLLEGE/CAREER					
COLLEGE/ CAREER	Naviance Site Manager	Argyelan/O'Con- nor	Flores-Garcia	ALL Counselors	PLT
COLLEGE/ CAREER	Summer Transition	Flores-Garcia	Argyelan	ICAC Advisor	ALL Counselors

ASCA DOMAIN	PROJECTS	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED
COLLEGE/ CAREER	Postsecondary Leadership Team	Preciado	Flores-Garcia	ALL Counselors	Administration
COLLEGE/ CAREER	FAFSA	Flores-Garcia	College Advisor	ALL Counselors	PLT
COLLEGE/ CAREER	College Applica- tions	ALL Counselors	Flores-Garcia	PLT	Administration
COLLEGE/ CAREER	Scholarships	ICAC Advisor	Flores-Garcia	PLT	ALL Counselors
COLLEGE/ CAREER	College Tours	Gear Up	Flores-Garcia	ALL Counselors	Administration
COLLEGE/ CAREER	Dual Credit/Dual Enrollment	Gear Up	Moore	Administration	ALL Counselors

PLT = Postsecondary Leadership Team

ASCA = American School Counselor Association