



Bridging School Leadership Teams

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Purpose

Counselors and College & Career Coaches should establish regular communication with administrators so, together, effective systems and structures are created for student success. Tool Set F provides some key resources to help administrators and Postsecondary Leaders reflect on their roles and examine how collaboration leads to improved student outcomes.

How & When to Use

Tool Set F can help administrators and Postsecondary Leaders in both their learning and planning. The tools can serve as a starting point for intentional collaboration among educators to leverage the best possible supports for students. While Tool Set F begins with research, it moves on to practical approaches for organizing postsecondary work in schools.



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Enhancing the Principal- School Counselor Relationship Toolkit

“The Principal-School Counselor Relationship Toolkit comes from a multi-year research project undertaken by the College Board’s National Office for School Counselor Advocacy (NOSCA), to learn what principals and school counselors think is important in their relationships, how they view the current status of their own relationships within their schools, and what effective Principal-Counselor relationships might look like.”

[To read the Toolkit, click here >>](#)



Bridging School Leadership Teams

Key Distinctions in Postsecondary Responsibilities

In Chicago Public Schools, College & Career Coaches play an active role in supporting the postsecondary process for students. While Counseling Departments and College & Career Coaches share some responsibilities, there are distinctions in the roles. This tool provides an opportunity to examine those distinctions.

Key Distinctions in Postsecondary Responsibilities

School Counselors

- Help lead and drive Postsecondary Leadership Team work with College & Career Coaches
- Create space for College & Career Coaches in department meetings
- Understand and support data systems
- Lead professional development that builds staff knowledge on postsecondary processes
- Connect academic progress to postsecondary outcomes for staff and students (includes academic audits)
- Explore and communicate the relationship between test results and college access
- Take on leadership roles (such as in grade-level teams) to collaborate with educators
- Create and identify social/emotional supports that complement postsecondary efforts
- Work with administration to connect schoolwide goals to postsecondary efforts

Jointly support the implementation of the following:

- College Applications
- FAFSA Processing
- College Exposure and Trips
- Family Nights
- Decision Day
- Prepping for College Choice
- Collaboration with Senior Seminar Teachers
- Senior Seminar
- Collaboration with Administrators

College & Career Coaches

- Facilitate the logistical planning of postsecondary efforts
- Maintain data on postsecondary indicators
- Help lead the Postsecondary Leadership Team and drive postsecondary work schoolwide
- Keep an eye on key postsecondary indicators and troubleshoot when needed
- Provide multiple opportunities to engage students in the college application and FAFSA processes; coordinate postsecondary programming
- Work closely with Counseling Department to analyze data on postsecondary indicators
- Help build the process of a schoolwide postsecondary common language





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How Administrators Can Support Effective Counseling Departments

This Network for College Success presentation was given to high school Principals to highlight the importance of collaboration between Counseling Departments and administrators.

How Administrators Can Support Effective Counseling Departments

Network for College Success

Activity

- In two minutes, answer the following questions:
 - What do you know about counseling?
 - What do you think you need to know?
- For two minutes, turn to a partner and share your answers.

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Objectives

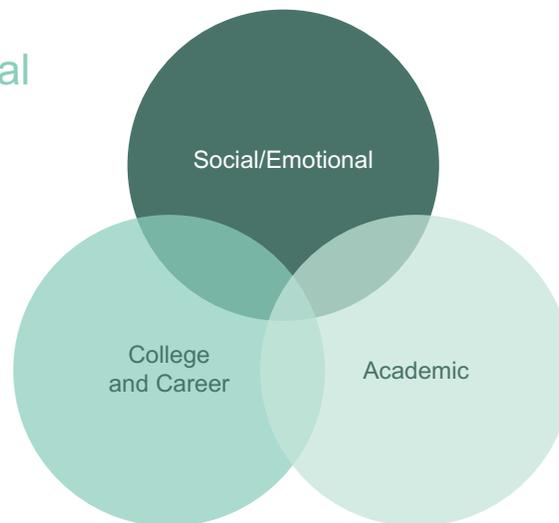
- Explore the American School Counselor Association (ASCA) national model
- Review the Network for College Success indicators for postsecondary work in schools
- Connect and envision the Administrator and Counseling Department relationship

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ASCA National Model



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What can Counseling Departments Look Like?

A Venn diagram with four overlapping circles. The top circle is dark teal and labeled 'Counselors'. The left circle is light teal and labeled 'Support Staff'. The right circle is light teal and labeled 'Interns'. The bottom circle is a darker green and labeled 'College & Career Coaches'. All four circles overlap in a central area.

Developing Postsecondary Leaders
POSTSECONDARY SUCCESS TOOLKIT

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Vision for Effective Counseling Departments

Network for College Success Approach

A central teal circle is labeled 'Students (An Inquiry-Based Approach)'. Surrounding it are four other circles: 'School Staff' (top, light green), 'External Partners' (right, yellow), 'Counselors' (bottom, dark teal), and 'Families' (left, light teal).

Developing Postsecondary Leaders
POSTSECONDARY SUCCESS TOOLKIT

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School Systems and Structures Connected to Counseling

- Programming/Schedules
- Course Availability
- Schoolwide Grade Entry and Progress Reports
- Leadership Structures and Participation
- Case Management

Administrator Role: Key Indicators for Success

- Support Counseling Department development and resources
- Create a schoolwide vision for counseling work
- Communicate college-going culture



Administrator Role: Key Indicators for Success (cont.)

- Advocate for counseling work
- Provide access to timely and relevant data
- Provide opportunities for Counselor collaboration and constructive feedback on schoolwide goals

Administrator Role: Key Indicators for Success (cont.)

- Include Counselors in schoolwide planning opportunities
- Ongoing reporting to and dialogue with Counseling Department

