

# Counselor/Principal Working Relationship Worksheet

College Board website: <http://professionals.collegeboard.com/profdownload/a-closer-look.pdf>  
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PRINCIPAL			Ten Characteristics of an Effective Principal-Counselor Relationship	COUNSELOR		
Importance	Presence	Gap		Importance	Presence	Gap
			1. Open communication that provides multiple opportunities for input to decision making			
			2. Opportunities to share ideas on teaching, learning and schoolwide educational initiatives			
			3. Sharing information about needs within the school and community			
			4. School counselor participation on school leadership teams			
			5. Joint responsibility in the development of goals and metrics that indicate success			
			6. Mutual trust between the principal and school counselors			
			7. A shared vision on what is meant by student success			
			8. Mutual respect between the principal and school counselors			
			9. Shared decision making on initiatives that impact student success			
			10. A collective commitment to equity and opportunity			

## Exercise 1.4: Advance Practice: *Taking One Step Forward:* A Self-Assessment Tool

**Goal:** Gain a clear sense of each team member’s view of the current relationship and the importance of each of these areas, and identify gaps and areas that require attention.

**Time:** 1 hour to complete and tabulate the form; 1–3 hours for discussion. (Note: Due to the sensitive nature of the information, it might be helpful in some cases to have principals and counselors complete the worksheet separately and then have a third party tabulate the results.)

This exercise can help teams become self-reflective practitioners. It can help assess the degree to which the areas in need of work impact the team’s ability to address issues of school reform, solve problems, engage in strategic planning, introduce new initiatives, handle resistance to change, and handle crises and other issues with critical impact on student achievement.

Complete this form by having the principal and counselor(s) rate each characteristic on the level of importance from 1 to 5, with 1 being “not important” and 5 being “very important.” Next, do the same for the extent to which the characteristic is present in your relationship, with 1 being “not present” and 5 being “extremely present.” After rating each characteristic, note the difference between the level of importance and the level of presence in the “Gap” column.