
Board of Education

PRESENTATION

TITLE: School Counselor Use of Time Analysis (SCUTA)

DATE: February 26, 2024

RESPONSIBLE ADMINISTRATOR: Dr. Michael Farrell
Executive Director of Student Services

BACKGROUND/CONSIDERATIONS:

The School Counselor Use of Time Analysis (SCUTA) is a tool used by Fort Smith Public Schools to assess how school counselors allocate their time across various tasks and responsibilities. It involves tracking and analyzing the activities that counselors engage in throughout their workdays or workweeks. It can benefit the district via...

1. **Data Collection:** School counselors document their daily activities, which can be analyzed over a specific period, usually a week, month, semester, or school year. Counselors record details such as the type of activity, the duration, the students involved, and the purpose of the activity.
2. **Categorization of Activities:** The recorded activities are categorized into different types, such as individual counseling, group counseling, career planning, classroom presentations, collaboration with teachers and parents, crisis intervention, and so on.
3. **Analysis and Evaluation:** Once the data is collected and categorized, it can be used to analyze and identify patterns and trends in how counselors are spending their time. They can determine the percentage of time spent on various activities and compare it to recommended guidelines or standards.
4. **Optimization of Resources:** SCUTA can analyze how counselors are utilizing their time and whether there are any areas where resources could be better allocated.
5. **Program Planning and Improvement:** By identifying strengths and weaknesses in the use of counselor time, the district can make informed decisions about professional development, program planning, and resource allocation. They can implement strategies to optimize counselor effectiveness and ensure that students receive the support they need to succeed academically, socially, and emotionally.

Overall, the School Counselor Use of Time Analysis (SCUTA) is a valuable tool for Fort Smith to assess, monitor, and improve the efficiency and effectiveness of our counseling programs, ultimately benefiting students and the school community as a whole. Data from SCUTA is being used to analyze

the use of time spent by secondary school counselors in collaborating with students and parents on creating course schedules to support each students individual Student Success Plan (SSP).

RECOMMENDATION:

This is a presentation and no action is required.