



# Roles and Accountabilities Instructions

## Purpose of Roles and Accountabilities

Successfully implementing a CBA depends on understanding the expected results and planned actions of a CBA program and the specific roles and accountabilities for which they are held accountable.

This template documents role and accountability statements for key constituencies involved in the implementation of a CBA. It is critical that a consensus be formed on who is responsible for doing what to ensure a successful implementation. Once developed, the role and accountability statements should be documented and distributed to all those who are active participants in the CBA implementation process. The statements should also be an essential topic in CBA professional development opportunities and included in a CBA Administrative Handbook.

## Header Row

The header row for this template contains two data elements for documenting information related to roles and accountabilities for key constituencies involved in implementing a CBA.

Role	Accountabilities
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The data elements are described in the table below. A sample completed roles and accountabilities template is provided later in this section.

Data Element	Description
Role	<p>This column documents the various roles (names of key constituent groups) involved in implementing the CBA.</p> <p>Seven roles are identified in the template:</p> <ul style="list-style-type: none"> <li>- School counselors</li> <li>- Students</li> <li>- Teachers</li> <li>- Parents</li> <li>- Other professional support staff (e.g., social workers, school psychologists)</li> <li>- Building administrators</li> <li>- School improvement team (SIT) members</li> </ul> <p>You may add other constituent groups to reflect their involvement in the implementation process.</p>

<b>Data Element</b>	<b>Description</b>
Accountabilities	Accountability statements should be developed for each role, as all these groups have an impact on the successful delivery of a CBA. Any accountability statements related to the fulfillment of the role are entered in this column.

**Step-by-Step Instructions for Completing the Template**

<b>Step</b>	<b>Action Steps</b>	<b>Description</b>
1	Establish a work group	- Assemble a work group to complete this template.
2	Develop statements	- Gather, organize and document role and accountability statements for each constituent group.
3	Obtain approval	- Obtain approval for the role statements from the district.
4	Distribute the role statements	- Distribute the role statements to all who are impacted by them.
5	Use role statements in professional development	- Incorporate the role statements into the CBA professional development program.
6	Include role statements in a CBA Administrative Handbook	- Include the role statements in a CBA Administrative Handbook.

<b>Sample Completed Template</b>
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Note: This is not an exhaustive list.  
It is only intended to provide sample accountability statements.

<b>Roles</b>	<b>Accountabilities</b>
School Counselors	<ul style="list-style-type: none"> <li>- Implement the CBA school counseling program.</li> <li>- Prepare students to achieve the CBA student standards.</li> <li>- Deliver the CBA school counseling curriculum.</li> <li>- Use data-based decision making.</li> <li>- Help parents become more involved in their children’s learning.</li> <li>- Participate on School Crisis Team.</li> <li>- Interpret test results and school records for students, parents and others.</li> <li>- Provide guidance on college application process (secondary).</li> </ul>
Students	<ul style="list-style-type: none"> <li>- Participate in school counseling activities and curriculum.</li> <li>- Seek to improve their learning processes and outcomes.</li> <li>- Motivate themselves to achieve at higher levels.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>- Consult with school counselors regarding individual and classroom behavioral issues, as requested.</li> <li>- Dialog with counselors regarding shared learning outcomes for students.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>- Become more involved in the children’s education.</li> <li>- Actively participate in school-parent activities.</li> <li>- Communicate with counselors regarding their children’s learning.</li> </ul>
Other Support Staff	<ul style="list-style-type: none"> <li>- Coordinate professional services with school counselors.</li> <li>- Confer with counselors regarding students requiring combine support.</li> <li>- Collaborate with school counselors to improve support service.</li> </ul>
Building Administrators	<ul style="list-style-type: none"> <li>- Provide ongoing support to the work of school counselors.</li> <li>- Minimize assigning non-counseling activities to school counselors.</li> </ul>
School Improvement Team	<ul style="list-style-type: none"> <li>- Understand the potential for counselors to positively impact student development.</li> <li>- Include school counseling in SIT plans.</li> </ul>