

Admin Persona Reflection Worksheet

Purpose: Build empathy and alignment with administrative priorities.

Administrator Persona Profile

Administrator Role:

☐ Principal ☐ Assistant Principal ☐ District Administrator ☐ Counselor Supervisor

☐ Other: _____

What does this administrator care most about?

(Select all that apply and add notes.)

☐ Student achievement

☐ Attendance

☐ Discipline & behavior trends

☐ School climate

☐ Staff capacity

☐ Compliance & accountability

☐ Budget & resources

Notes:

PCHSCounselor.com

What pressures or constraints does this administrator face?

Likely concerns or objections about peer programs:

Messaging approach that would resonate with this administrator:

Admin-Focused Talking Points Template

Purpose: Translate peer programs into administrator-aligned language.

Peer Program Name:

School Need This Program Addresses:

(What problem does it help solve?)

Supporting Data:

(List 1–3 relevant data points)

1.

2.

3.

Student Impact Statement:

(What students gain as a result of this program)

Alignment to School or District Priorities:

(Check all that apply and explain)

☐ SIP Goals ☐ Attendance Improvement ☐ MTSS/SEL ☐ Discipline Reduction ☐ Leadership Development

Explanation:

Clear Administrative Ask:

(Approval, time, funding, visibility, policy support, etc.)

Data Translation Worksheet

Purpose: Turn raw data into decision-ready messaging.

PCHS Sample

Data Source	What Admin Cares About	Key Takeaway (1 sentence)	Connection to School Goals
<i>Discipline referrals</i>	<i>Behavior disruptions</i>	<i>“Peer leaders had zero major discipline referrals during the semester.”</i>	<i>MTSS Tier 1 supports</i>

Data Source	What Admin Cares About	Key Takeaway (1 sentence)	Connection to School Goals

Advocacy Plan Worksheet

Purpose: Create a strategic, intentional advocacy roadmap.

Stakeholder Mapping

Champion(s):

Neutral Stakeholders:

Skeptic(s):

Priority Alignment

School or District Initiatives this Program Supports:

Key Messaging & Data to Highlight:

Ideal Timing & Entry Points:

(Meetings, evaluations, planning cycles, budget windows)

Sustainability Action:

(How will this program remain strong beyond one person?)

Admin Pitch Planning Sheet (One-Minute Framework)

Purpose: Prepare a concise, confident admin pitch.

Problem:

(What challenge exists?)

Evidence:

(Data or observation supporting the need)

Solution:

(How the peer program addresses this problem)

Ask:

(What support are you requesting?)

Role-Play Feedback Rubric

Purpose: Provide structured, constructive peer feedback.

Criteria	1	2	3	4
Message clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alignment to admin priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persuasiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths Observed:

Suggestions for Growth:

PCHSCounselor.com