

Indiana Gold Star School Counseling

SCHOOL COUNSELOR EFFECTIVENESS – SELF STUDY / EVALUATION

Based on the Indiana Standards for School Counseling Professionals
Indiana Professional Standards Board, 2002

Name	
School	
Evaluation Period Starting	
Evaluation Period Ending	
Person Completing Evaluation	
Number of Student Assigned	
Guidance Activities Assigned	
Counseling Activities Assigned	
Program Management Activities Assigned	
Non-Program Activities Assigned	

SCHOOL COUNSELOR EFFECTIVENESS PERCEPTIONS

RANKINGS:

na – Not Applicable / 1 – Not Satisfactory / 2 – Below Expectations

3 – Satisfactory / 4 – Exceeds Expectations / 5 – Clearly Outstanding

LEADERSHIP

School Counseling Professionals are leaders who promote educational success for all students by developing and management school counseling programs related by academic, career, and personal-social growth. School counselors use facilitative, consultative, and collaborative leadership skills to provide a certainty of educational opportunities for all students.

DISPOSITIONS

The school counselor is committed to:	na	1	2	3	4	5
1. The proposition that all students can reach their goals						
2. The worth of students of all racial, ethnic, and cultural groups						
3. Advocacy for all students						
4. Professional identity, professional growth, and ethical practice						
5. The value of cooperation						
6. His / her leadership role in systemic change						
7. The importance of data in decision-making						
8. Continuous school improvement						
9. A safe school environment						

KNOWLEDGE

The school counselor has knowledge and understanding of:	na	1	2	3	4	5
10. Change theory and educational reform						
11. School counseling as it related to the total educational program						
12. Lifespan growth and development						
13. Ethnicity and culture and their relationship to the learning environment						
14. Self as a change agent within the school community						
15. Effective skills in leadership, program and resource management, and classroom management						
16. Facilitation, collaboration, and consultation						
17. The process of collection, analysis, and utilization of data in decision-making						
18. Current literature, research, and resources, such as laws, ethical standards, and position statements related to school counseling, continuous school improvement, and safe schools						
19. Effective and ethical use of technology and its implications in academic, career, and social development						

PERFORMANCES

The school counselor demonstrates the ability to:	na	1	2	3	4	5
20. Develop, management and evaluate the school counseling program in the context of the community culture and the total educational program						
21. Promote positive relationships among the various cultural and ethnic groups in the school community.						
22. Evaluate, select, and use appropriate technology						
23. Model and practice advocacy for all students						
24. Promote teaching, learning and behavior strategies that reach all students						
25. Analyze, interpret, and utilize data for decision-making						
26. Recognize the need for improvement, identify improvement strategies, and facilitate a change process						
27. Foster the application of developmentally appropriate policies, program and procedures						
28. Team and collaborate with other educators, community leaders, and parents for the good of students						
29. Establish and maintain a professional identity						
30. Continually improvement their knowledge and skills						
31. Use current literature, research, and resources, such as laws, ethical standards, and positions statements to promote school counseling programs						
32. Convene and facilitate an advisory group						
33. Provide school counseling services that are appropriately balanced between counseling, guidance, program management, and non-program activities.						

COUNSELING

School counselors collaboratively design, coordinate, implement, and evaluate counseling programs.

DISPOSITIONS

The school counselor believes that:	na	1	2	3	4	5
1. Counseling must be provided in accordance with the highest ethical standards as defined by the profession						
2. Healthy physical, emotional, and social development support academic achievement						
3. Prevention, assessment, intervention, and referral are components of a comprehensive school counseling program						
4. School counselors, school social workers, school psychologists, and school nurses, working collaboratively, positively influence the wellness of students and the school environment						
5. Family, culture, and community impact the educational process and thus can be mobilized to improve achievement						
6. Mental health concerns and at-risk behaviors, such as substance abuse, interfere with healthy physical, emotional, and social development as well as achievement						
7. Consideration of ethnic and cultural diversity is essential to counseling						

KNOWLEDGE

The school counselor has knowledge and understanding of:	na	1	2	3	4	5
8. Ethical standards as defined by the profession						
9. Physical, emotional, and social development throughout the life span						
10. Current counseling theories and techniques and their appropriate application						
11. Current treatments available to address mental health concerns and at-risk behaviors such as substance abuse.						
12. Mental health and substance abuse contentions and their impact on the educational process						
13. The impact of family dynamics on development and achievement						
14. The dynamics of and appropriate interventions with various cultural and ethnic groups and with special populations in the school community						
15. Strategies for supporting the development and maintenance of a safe and positive climate within the school						
16. Theories and research related to the learning process						

PERFORMANCE

The school counselor demonstrates the ability to:	na	1	2	3	4	5
17. Provide counseling in an ethical manner						
18. Provide services from a multicultural perspective						
19. Use current literature, research, and resources, such as laws, standards, and position statements, to provide counseling services.						
20. Implement prevention programs to support healthy academic, career, and personal-social development all students						
21. Develop and implement a crisis management plan						
22. Coordinate counseling programs using a team approach and supervise the provision of those programs						
23. Utilize systemic approaches to recruit family, school, cultural, and community support for student wellness and achievement						
24. Identify and intervene with individuals exhibiting at-risk behaviors, including people affected by alcohol and/or drug use						
25. Assess the physical, emotional, and social level of individuals and make and follow up on referrals as appropriate						
26. Implement individual and group counseling strategies						
27. Consult effectively with students, school staff, families, and others						
28. Maintain a current referral list of community resources and assist individuals and families to access those resources						

GUIDANCE

School counselors collaboratively design, coordinate, implement, and evaluate educational and career guidance programs.

DISPOSITIONS

School counselors believe that:	na	1	2	3	4	5
1. The purpose of education includes preparing students for employment, developing responsible citizenship, and creating life long learners.						
2. All students deserve assistance with academic, career, and personal-social development.						
3. Productive educational and career development occurs when students are supported by families, educators, and communities that have high expectations.						
4. All students deserve knowledge of all educational and career options.						
5. All careers and educational opportunities are valuable.						
6. All students must receive educational content that will prepare them for a wide range of occupational choices.						
7. All students need a balance of educational and enriching activities such as community service, leisure, and the arts.						

KNOWLEDGE

The school counselor has knowledge and understanding of:	na	1	2	3	4	5
8. The development, coordination, and evaluation of educational and career curricula, advisement and mentoring programs.						
9. The involvement of all educators and community members in the collaborative development and delivery of educational and career services.						
10. Educational content and opportunities at all levels (pre-K through 16+)						
10. a. Educational programs found within the school such as tutoring opportunities and enrichment programs						
10. b. Academic requirements required to earn a high school diploma and honorary diplomas (if available) in the school system where the counselor is employed.						
10. c. Four-year academic colleges						
10. d. Two-year community colleges						
10. e. Apprenticeship programs						
10. f. Career colleges (vocational and technical schools)						
10. g. Occupational skill training opportunities in the military						
10. h. On-the-job occupational skills training						
10. i. Admission requirements for admission to all the occupational opportunities listed in 10 c-h						
10. j. National College Athletic Association (NCAA) eligibility requirements						
10. k. Types of financial aid (merit-based, need-based)						
10. l. Sources of financial aid and the application process for each						
10. m. Methods for writing letters of recommendation						

11. Career opportunities, labor market trends, and global economics						
11. a. Careers that are high skill, high wage, and high demand						
11. b. The level of education required for employment in today's workforce.						
12. Multicultural and diversity issues in education and career development, such as individual and institutional racism, classism, and sexism						
13. Methods for helping all students recognize and utilize their personal career interests, aptitudes, and preferences						
14. Methods for helping all students development educational and career goals and specific plans for reaching those goals						
14. a. Methods for grouping occupations into career clusters						
14. b. Methods for developing a four-year high school course plan that aligns course selections with a student's career interests, aptitudes, and preferences.						
14. c. Methods for organizing a high school curriculum around career pathways						
15. Learning styles and learning strategies and their application educational achievement						
15. a. Special education opportunities and the admission process						
15. b. Section 504 of the Vocational Rehabilitation Act and the admission process						
15. c. Extra help / extra time programs						
16. Employability and academic success skills, such as personal management and team building						
16. a. Decision-making models						
16. b. Consensus-building models						
16. c. Anger-management models						
16. d. Conflict-management models						
17. The effective use of technology in educational and career development programs						
17. a. Career information that is available on the Internet related to educational and career opportunities.						

PERFORMANCES

The school counselor demonstrates the ability to:	na	1	2	3	4	5
18. Involve all educators and community members in the collaborate development and delivery of educational and career development programs						
18. a. Coordinate various work-site learning experiences including work-site field trips, job shadowing, and internships.						
19. Develop, coordinate, and evaluate effective educational and career curricula						
20. Develop, coordinate, and evaluate advisement and mentoring programs						
21. Analyze the strengths and needs of students from diverse populations and provide unbiased, developmentally appropriate career and educational programs						
22. Insure educational opportunities at all developmental levels						
23. Help students and families understand career opportunities, labor, market trends, and global economics						
24. Help students and families understand a variety of educational opportunities and how to prepare for them						

25. Increase student awareness of the relationship among personal interests, values, and talents and their application to educational and career choices						
26. Help students recognize and utilize their personal career interests, aptitudes and preferences						
27. Help all students develop educational and career goals and specific plans for reaching those goals						
27. a. Middle and High School Counselors: Assist students with developing their four-year high school course plan in a manner that aligns with their career interests and educational goals.						
27. b. Involve parents in career and educational planning						
27. c. Communicate with parents on a regular basis concerning the progress students are making toward reaching their educational goals.						
28. Assess learning styles and serve as a consultant in the application of teaching / learning strategies to enhance educational achievement						
29. Utilize technology in the effective delivery of educational and career services						
30. Discern and teach employability skills at all levels						
31. Develop, coordinate, implement, and evaluate educational and career services in an ethical manner as defined by the profession						

IMPROVEMENT NEEDS

Greatest Strengths	Greatest Area Needing Improvement