

Model Job Description for Counselors

Counseling Coordinator

Position: Coordinator of Counseling and Guidance Programs

Primary Function: The Counseling Coordinator coordinates efforts in the local school system for the delivery of a comprehensive counseling and guidance program for all students.

Major Job Responsibilities:

- Develops a system plan to include goals, objectives, and activities consistent with the State Plan for program implementation and evaluation
- Formulates goals consistent with local board of education philosophy and policies
- Provides leadership in developing appropriate comprehensive counseling and guidance program activities
- Coordinates, monitors, and evaluates activities of a comprehensive program as a part of the total school program
- Assists principals in annual counselor evaluations
- Collects data that include program objectives and activities for an annual report to be submitted to the local superintendent and local board of education
- Serves as a consultant to principals and counselors in the implementation of the statewide and local schools' comprehensive counseling and guidance plans
- Serves as consultant to principals and counselors in the areas of psychological services for individual students with unusual problems that appear to be beyond the scope of the local staff
- Serves as liaison between local schools and community agencies
- Plans and administers in-service training program for counselors and facilitates continuous program development and improvement
- Serves as a representative of counselors on various committees/boards
- Participates in the interview process and recommends personnel for counseling and guidance
- Develops a plan and procedures for assignment of school counselors
- Develops a consistent perception and common understanding of counseling and guidance functions and the role of the school counselor
- Submits an annual budget to the local superintendent
- Interprets to local schools the objectives of the system's comprehensive counseling and guidance program and the procedures for utilizing guidance services
- Establishes a systematic approach for making the counseling and guidance program visible at all levels
- Develops a resource file containing the names of individuals and agencies that may provide support for counseling and guidance programs
- Makes provision for a system-wide counseling and guidance communications network

APPENDIX A

High School Counselor

Position: High School Counselor

Primary Function: As a member of the system’s counseling and guidance staff, the high school counselor provides a comprehensive counseling and guidance program for high school students; consults and collaborates with teachers, parents, and staff to enhance effectiveness in helping students; and provides support to other high school educational programs.

Major Job Responsibilities:

- Implements the high school counseling and guidance program curriculum
- Guides and counsels groups and individual students through the development of educational and career plans
- Consults with small groups and individual students
- Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students
- Refers students with problems and their parents to appropriate specialists, special programs, or outside agencies
- Participates in activities that contribute to the effective operation of the school
- Plans, evaluates, and revises the counseling and guidance program
- Pursues professional growth

Illustrative Key Duties:

1. **Implements the high school counseling and guidance program curriculum:** Conducts counseling learning activities in the classroom for each grade level during the year in collaboration with the teaching staff; consults with and is a resource to teachers to facilitate the infusion of counseling content into the regular education curriculum.
2. **Guides and counsels groups and individual students through the development of educational and career plans:** Collaborates with middle school personnel to assist students in making a smooth transition to high school; provides orientation activities for incoming students and their parents; informs students and parents of tests results and their implications for educational and career planning; guides students in updating their high school four-year educational plans; plans and coordinates the registration of students; guides seniors to help them develop and implement appropriate steps regarding their post-high school educational and/or career plans; coordinates career assessments and interprets results to students to assist in their career and educational planning; guides all students to develop educational/career plans through the reaching and/or supervision of career development activities; provides for the systematic and efficient dissemination of current, accurate information needed by students and/or parents as they develop their educational or career plans; provides individual assistance to students regarding personal, social, educational, and career issues and plans.

3. **Consults with small groups and individual students:** Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students.
4. **Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students:** Participates in staffing and team meetings; plans and conducts staff development programs and activities; facilitates conferences with teachers and/or parents and/or students; plans and conducts parent education programs; assists families with school-related problems and issues; writes articles for newsletters and other publications.
5. **Refers students with problems and their parents to appropriate specialists, special programs, or outside agencies:** Consults and collaborates with school system specialists such as school psychologists, social workers, and nurses; consults with and refers to community-based resources including psychologists, psychiatrists, physicians, service agencies, and others.
6. **Participates in activities that contribute to the effective operation of the school:** Cooperates and collaborates with other professionals in enhancing the education of students; establishes and maintains effective relationships with instructional departments and administrators; cooperates with other school personnel in placing students with special needs in appropriate programs; interprets group test results to faculty and administration for use in enhancing instruction; communicates with administrators, teachers, staff, students, parents, and the community regarding the counseling and guidance program and its role in the educational program; participates in the implementation of the school system assessment program.
7. **Plans, evaluates, and revises the counseling and guidance program:** Reviews the counseling and guidance program annually with the guidance department staff and guidance program advisory committee; communicates regularly with other counseling staff to establish and maintain a sequential comprehensive counseling and guidance program; identifies student needs periodically and uses the results for program planning; establishes a planning calendar for counseling and guidance program activities; evaluates the counseling and guidance program.
8. **Pursues professional growth:** Attends local, state, and national staff development programs; joins professional counseling and guidance associations; attends local, state, and national workshops and conferences sponsored by professional organizations; reads professional journals; completes postgraduate courses.

APPENDIX A

Middle/Junior High School Counselor

Position: Middle/Junior High School Counselor

Primary Function: As a member of the school system’s counseling and guidance staff, the middle/junior high school counselor provides a comprehensive counseling and guidance program for middle/junior high school students; consults and collaborates with teachers, parents, and staff to enhance effectiveness in helping students; and provides support to other middle school educational programs.

Major Job Responsibilities:

- Implements the middle/junior high school comprehensive counseling and guidance program curriculum
- Guides and counsels groups and individual students through the development of personal, social, educational, and career plans
- Counsels small groups and individual students
- Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students
- Refers students with problems and their parents to appropriate specialists, special programs, or outside agencies
- Participates in activities that contribute to the effective operation of the school
- Plans, evaluates, and revises the counseling and guidance program
- Pursues professional growth

Illustrative Key Duties:

1. **Implements the middle/junior high school comprehensive counseling and guidance program curriculum:** Conducts guidance learning activities in the classroom in collaboration with the teaching staff; consults with and is a resource to teachers. Takes a leadership role to facilitate the infusion of counseling and guidance content into the regular education curriculum.
2. **Guides and counsels groups and individual students through the development of personal, social, educational, and career plans:** Collaborates with elementary and high school personnel to assist students in making a smooth transition from elementary school to high school; provides orientation activities for incoming students and their parents; guides eighth graders in the development of their high school four-year educational plans; informs students and parents of tests results and their implications for educational and career planning; coordinates career interest assessment and interpretation of results; coordinates registration and enrollment of middle school students; coordinates the implementation of personal, social, educational, and career learning activities; provides individual assistance to students regarding personal, social, educational, and career issues.
3. **Counsels small groups and individual students:** Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students.

4. **Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students:** Participates in staff and team meetings; plans and conducts staff development programs and activities; facilitates conferences with teachers and/or parents and/or students; plans and conducts parent education programs; assists families with school-related problems and issues; writes articles for newsletters and other publications.
5. **Refers students with problems and their parents to appropriate specialists, special programs, or outside agencies:** Consults and collaborates with school system specialists such as school psychologists, social workers, and nurses; consults with and refers to community-based resources including psychologists, psychiatrists, physicians, service agencies, and others.
6. **Participates in activities that contribute to the effective operation of the school:** Cooperates and collaborates with other professionals in enhancing the education of students; establishes and maintains effective relationships with grade levels or departments and administrators; cooperates with other school personnel in placing students with special needs in appropriate programs; interprets group test results to faculty and administration for use in enhancing instruction; communicates with administrators, teachers, staff, students, parents, and the community regarding the counseling and guidance program and its role in the educational program; participates in the implementation of the school system assessment program.
7. **Plans, evaluates, and revises the counseling and guidance program:** Reviews the counseling and guidance program annually with the counseling and guidance department staff and counseling and guidance program advisory committee; communicates regularly with other counseling staff to establish and maintain a sequential comprehensive counseling and guidance program; identifies student needs periodically and uses the results for program planning; establishes a planning calendar for counseling and guidance program activities; evaluates the counseling and guidance program.
8. **Pursues professional growth:** Attends local, state, and national staff development programs; joins professional counseling and guidance associations; attends local, state, and national workshops and conferences sponsored by professional organizations; reads professional journals; completes post-graduate courses.

APPENDIX A

Elementary School Counselor

Position: Elementary School Counselor

Primary Function: As a member of the school system's counseling and guidance staff, the elementary school counselor provides a comprehensive counseling and guidance program for elementary school students; consults and collaborates with teachers, parents, and staff to enhance effectiveness in helping students; and provides support to other elementary school educational programs.

Major Job Responsibilities:

- Implements the elementary school counseling and guidance program curriculum
- Guides and counsels groups and individual students through the development of personal, social, educational, and career plans
- Counsels small groups and individual students
- Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students
- Refers students with problems and their parents to appropriate specialists, special programs, or outside agencies
- Participates in activities that contribute to the effective operation of the school
- Plans, evaluates, and revises the counseling and guidance program
- Pursues professional growth

Illustrative Key Duties:

1. **Implements the elementary school counseling and guidance program curriculum:** Conducts counseling and guidance learning activities in each teacher's classroom and/or systematically conducts counseling and guidance activities for each grade level during the year in collaboration with the teaching staff; consults with and is a resource to teachers. Takes a leadership role in seeing the infusion of counseling and guidance content into the regular education curriculum.
2. **Guides and counsels groups and individual students through the development of personal, social, educational, and career plans:** Collaborates with middle school personnel to assist students in making a smooth transition from elementary school to middle school; provides orientation activities for incoming students and their parents; informs students and parents of tests results and their implications for educational planning; provides resources and coordinates the implementation of personal, social, educational, and career learning activities; provides individual assistance to students regarding personal, social, educational, and career issues.
3. **Counsels small groups and individual students:** Conducts structured, goal-oriented counseling sessions to meet the identified needs of individuals and groups of students.

4. **Consults and collaborates with teachers, staff, and parents in understanding and meeting the needs of students:** Participates in staff and team meetings; plans and conducts staff development programs and activities; facilitates conferences with teachers and/or parents and/or students; plans and conducts parent education programs; assists families with school-related problems and issues; writes articles for newsletters and other publications.
5. **Refers students with problems and their parents to appropriate specialists, special programs, or outside agencies:** Consults and collaborates with in-district specialists such as school psychologists, social workers, and nurses; consults with and refers to community-based resources including psychologists, psychiatrists, physicians, service agencies, and others.
6. **Participates in activities that contribute to the effective operation of the school:** Cooperates and collaborates with other professionals in enhancing the education of students; establishes and maintains effective relationships with grade levels and administrators; cooperates with other school personnel in placing students with special needs in appropriate programs; interprets group test results to faculty and administration for use in enhancing instruction; communicates with administrators, teachers, staff, students, parents, and the community regarding the counseling and guidance program and its role in the educational program; participates in the implementation of the school system assessment program.
7. **Plans, evaluates, and revises the counseling and guidance program:** Reviews the counseling and guidance program annually with the counseling and guidance department staff and counseling and guidance program advisory committee; communicates regularly with other counseling and guidance staff to establish and maintain a sequential comprehensive counseling and guidance program; identifies student needs periodically and uses the results for program planning; establishes a planning calendar for counseling and guidance program activities; evaluates the counseling and guidance program.
8. **Pursues professional growth:** Attends local, state, and national staff development programs; joins professional counseling and guidance associations; attends local, state, and national workshops and conferences sponsored by professional organizations; reads professional journals; completes post-graduate courses.

APPENDIX B

Alabama Professional Education Personnel Evaluation (PEPE) Program for Counselors

PEPE Data Sources

Self-Assessment

An optional self-assessment form can be used as a personal assessment of the counselor's knowledge and skills.

Prior to the start of the evaluation cycle, the counselor may opt to complete a self-evaluation. The counselor may use information from this process to identify areas for improvement, compare the personal perceptions of performance with the results of an evaluation conducted by a super-ordinate, and assist in developing a professional development plan.

The results from the self-assessment are designed to be used only by the counselor. It is the counselor's option whether to share the results of the self-assessment during the Evaluation Summary Conference.

Structured Interview (SI) (Oral or Written)

The intent of the Structured Interview is to gather assessment information generally not available through other instrument sources. The evaluation may provide illustrative materials to help demonstrate practices and activities.

Observations (OB)

For counselors, two observations are to be conducted where the evaluator observes a group or individual guidance session. A third observation may be conducted if the counselor is experiencing problems. Consultations or other sessions, where confidentiality may be compromised, are not observed.

Portfolio (P)

The counselor is responsible for providing some evidence of their performance in several of the competencies and indicators. The evidence should be "real" artifacts of the ongoing activities of the guidance counselor. The evidence should not focus on what one is going to do, but what one has done. Generally, the evidence will be in one or more of four forms: documents (printed materials), computer disks, videotapes, or audiotapes. The totality of the evidential material submitted by the counselor will constitute his/her evaluation portfolio.

Surveys (SRV)

Counselors will distribute surveys to various respondent groups, collect the responses, analyze the data, and offer reflections on the results as part of their evaluation.

Supervisor's Review Form (SRF)

The Supervisor Review Form is included as part of the performance evaluation system. The SRF is used to provide information about the counselor's performance in areas where a supervisor has objective, experiential information.

The Evaluation Summary Report (ESR)

The Evaluation Summary Report is used to present information from the various instruments in the data collection process, to combine that information into competency scores, and to document the scores. It is the instrument that summarizes performance across all indicators and competency areas of the evaluation system.

The Professional Development Plan (PDP)

The PDP is an outcome of the evaluation process and is completed annually by every counselor.

Alabama Professional Education Personnel Evaluation Program

Competencies, Indicators, and Definitions for Counselors

1.0 PREPARATION FOR DELIVERY OF PROGRAM

The counselor must prepare for implementation of the guidance and counseling program. This preparation should emphasize guidance and counseling as an integral part of the school's total educational program. Preparation includes establishment of appropriate goals and objectives for the guidance and counseling program; selection of guidance and counseling techniques; selection of materials for guidance and counseling activities; preparation of materials, supplies and equipment; development of plans for evaluating students and programs; and establishment of a management plan for implementation of the guidance and counseling program. Preparation also includes planning for the effective use of technology.

1.1 Establishes Appropriate Goals and Objectives for the Guidance and Counseling Program

- determines needs of students, staff, parents and others and uses data in development of goals and objectives
- selects long-range goals and short-term objectives for the guidance curriculum in three domains: knowledge of self and others, career development, and educational development
- selects long-range goals and short-term objectives for the individual planning component of the program
- selects long-range goals and short-term objectives for the responsive services component of the program
- selects long-range goals and short-term objectives for the system support component of the program

1.2 Plans for Delivery of the Guidance and Counseling Program

- plans with school staff programs and activities appropriate to all levels and types of students served by the school
- uses student assessment and appraisal information in planning for delivery of programs, curriculum, individual planning, and responsive services
- selects program content (topics, activities)
- selects organizational framework for delivery of program (philosophy, facilities, curriculum, scope and sequence)
- identifies strategies for delivering guidance and counseling program to students, teachers, and others
- develops a schedule and program management plan for systematic delivery of program content and services (daily logs, monthly and yearly calendars, confidentiality measures, fiscal resources, etc.)

1.3 Selects Resources for Program Implementation

- identifies human resources needed to implement the guidance and counseling program and secures their participation
- selects and obtains equipment and materials (including technology) necessary to program implementation
- identifies guidance and counseling techniques appropriate to the levels, interests, and learning styles of students
- identifies and secures resources needed to accommodate individual differences in students
- identifies materials that are appropriate to the guidance and counseling sessions and the skills to be mastered
- plans for ensuring equitable and effective student access to available technology and other resources

2.0 DELIVERY OF GUIDANCE AND COUNSELING PROGRAM

The counselor must provide both guidance and counseling activities for individuals and groups. These activities are crucial to accomplishing the goals and objectives of various programmatic components including the guidance curriculum, individual planning, responsive services, and system support. These activities include career development and placement assistance of several kinds, personal guidance and counseling, instruction in guidance-related areas, individual advisement and assessment, consultation and referral, and use of student assessment information. The counselor should demonstrate knowledge of guidance and counseling techniques, testing and assessment, and organization of guidance and counseling services. In addition, he/she must be familiar with a range of community and professional services, educational institutions and career opportunities. Further, he/she must be able to draw upon knowledge from several disciplines including psychology, sociology and physiology when assessing student and family needs and making recommendations. The counselor should employ technology in the delivery of the guidance and counseling program and facilitate student use of technology in program activities.

2.1 Provides a Comprehensive Guidance Curriculum

- orients students, parents/guardians, staff, and others to school guidance program and curriculum
- provides large group and small group activities designed to enhance student knowledge of self and others
- provides large group and small group activities designed to enhance student knowledge of career opportunities and student skill in career selection
- provides large group and small group activities designed to enable students to develop an educational plan that will support their career choices
- works with teachers to integrate guidance curriculum and academic curriculum
- provides informational services to students, staff, parents/guardians, and others

APPENDIX B

2.2 Conducts Individual Planning with Students

- helps students to assess and interpret abilities, interests, skills, and achievements
- provides activities designed to enhance student awareness of educational opportunities
- advises students and parents in self-appraisal, educational and career planning, and acquisition of labor market information
- assists students in making transitions
- assists students with course selections and class placement (secondary and middle, when appropriate)
- helps students find resources and support services needed in new educational, community, and employment settings

2.3 Provides Responsive Services

- orients students, parents, staff, and others to school counseling programs and services
- consults with students, parents, teachers, and other educators to identify strategies to help students
- conducts personal counseling on a small-group or individual basis
- provides crisis counseling and support to students and families facing emergency situations
- assists with school crisis management planning and activities
- serves as a resource to professional staff and parents/guardians in areas of intervention and provision of activities for the development of students
- refers students and families to appropriate community agencies when assistance is needed

2.4 Assists in Student Assessment and Testing, as Needed

- serves as a resource to professional staff, parents, guardians, and others in the areas of assessment and analysis of standardized and other test data
- trains teachers to administer tests and interpret and utilize test data, when appropriate
- assists teachers and administrators in communicating and interpreting assessment and test results to parents and others

3.0 RESEARCH AND EVALUATION

The counselor must evaluate and monitor the guidance and counseling program and its implementation on a continuous basis. The effective counselor uses results of evaluations to determine the achievement of goals and objectives and changes needed for program improvements. He/she must ensure that students have equal access to all program components. The counselor conducts research that is useful to the program and school including needs assessments, follow-up studies, and data analysis.

3.1 Evaluates Guidance and Counseling Program

- conducts regular, systematic evaluations to determine adequacy of curriculum and services and need for revisions
- uses evaluation data to determine achievement of goals and objectives
- uses evaluation data to make program changes

3.2 Monitors Program and Activities

- monitors program to ensure that all students have equal access to program components
- monitors program to ensure integration of various components with all aspects of the ongoing school program
- uses monitoring information to make immediate adjustments to program and services

3.3 Conducts Research Useful to the Guidance and Counseling Program and School

- conducts follow-up studies of students for program and school use
- analyzes student assessment data to identify instructional needs and guidance needs
- conducts assessments of students', staff, and parents' needs
- consults regularly with teachers, administrators, and other staff in order to receive feedback on students and programs
- provides faculty and administrators information regarding conditions and factors that impact teaching and learning

4.0 MANAGEMENT OF THE GUIDANCE AND COUNSELING PROGRAM

The counselor conducts activities that support the total guidance and counseling program. These activities provide support both to the program itself and to the school as a whole. The counselor must be a good manager of the program and its resources. Resources and materials must be up-to-date to be useful. It is essential that a counselor maintains accurate student records and ensures confidentiality of records and conversations when appropriate. The counselor should be cognizant of how technology can play a role in the management of the guidance and counseling program and, when possible, should utilize this tool.

APPENDIX B

4.1 Develops System Support

- orients staff, students, parents, and community to the guidance and counseling program
- consults regularly with teachers, administrators, and other staff in order to provide information and support
- serves on committees and advisory boards that support other programs in the school and community and gain support for the guidance and counseling program
- visits businesses, industries, and community agencies to become knowledgeable of opportunities and resources available

4.2 Manages Resources Effectively

- provides easy access to materials, programs, and services offered
- manages human resources (staff, volunteers) effectively
- uses time wisely and productively
- uses fiscal resources wisely
- coordinates services with all aspects of the school program(s) and with community agencies

4.3 Provides for Maintenance of Guidance and Counseling Program

- organizes and allocates time for activities
- keeps files of resources and materials up to date
- maintains accurate and current student and program records
- ensures confidentiality, when appropriate

5.0 POSITIVE GUIDANCE AND COUNSELING CLIMATE

A positive climate is essential to successful counseling and guidance. The counselor establishes a positive climate by involving the student(s) in interacting, communicating high expectations, minimizing negative affect, expressing positive affect, and maintaining an appropriate physical environment within the limitations of the facilities provided.

5.1 Involves Students in Interaction

- encourages students to actively participate in guidance and counseling sessions
- asks questions
- accepts and uses student ideas and responses
- encourages students to ask questions

5.2 Communicates High Expectations

- encourages student respect and consideration for others
- holds students accountable for assigned activities and timelines
- indicates confidence that students can and will be successful
- encourages students to deliver quality performance and products

5.3 Expresses Positive Effect/Minimizes Negative Effect

- expresses enthusiasm verbally and nonverbally
- uses positive nonverbal cues
- accepts student responses without ridicule
- avoids use of sarcasm/derogatory statements (verbal and nonverbal)
- avoids personal criticism
- demonstrates respect and consideration for students

5.4 Maintains Physical Environment Conducive to Guidance and Counseling Activities within Limitations of Facilities Provided

- arranges furniture and equipment to facilitate movement and learning
- uses assigned facilities to accommodate different types of activities
- creates an attractive physical environment

6.0 COMMUNICATION

The counselor should be proficient in both the written and oral use of language.

6.1 Speaks Clearly, Correctly and Coherently

- uses standard speech
- pronounces words correctly
- adjusts rate of speaking when needed/requested
- adjusts speaking volume when needed/requested
- organizes presentations
- uses vocabulary and style appropriate to level of audience
- speaks fluently without hesitations

6.2 Writes Clearly, Correctly and Coherently

- spells words correctly
- uses correct grammar and mechanics
- writes legibly
- uses vocabulary and style appropriate to level of audience
- organizes written information

APPENDIX B

7.0 PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Counselors seek ways to improve their professional skills and knowledge through participation in both required and nonrequired staff development activities, advanced training, and/or participation in learned societies or professional organizations. They exhibit professional leadership through sharing ideas and materials with colleagues, participating in committee activities, and/or conducting professional development activities, and assisting in establishing and achieving school and district goals.

*7.1 Improves Professional Knowledge and Skills

- takes formal coursework or obtains advanced degree
- participates in required professional growth activities
- participates in nonrequired professional growth activities
- uses ideas from books, professional journals, websites, Internet, dialog with colleagues, and professional organizations to improve services
- tries new methods/approaches and evaluates their success
- participates in learned societies or professional organizations

*7.2 Takes Leadership Role in Improving Education

- participates in local, state, regional or national committees
- conducts workshops/training sessions
- shares ideas, materials and resources with peers and others
- takes leadership positions in school/school system/professional organizations
- assists in establishing school/district goals and takes an active role in achieving them
- initiates activities and projects in the school/district
- takes an active role in resolving school/district problems

8.0 PERFORMANCE OF PROFESSIONAL RESPONSIBILITIES

The counselor will meet his/her responsibilities to the local school and school district, the state and his/her professional colleagues by completing job requirements in a timely fashion; maintaining satisfactory attendance; adhering to written policies; and maintaining accurate, up-to-date records.

8.1 Completes Job Requirements According to Established Timelines

- completes assigned tasks on schedule
- is punctual for counseling sessions, meetings, conferences and other scheduled activities
- maintains a record of attendance in accordance with local policies
- prepares and manages the guidance/counseling budget

**Counselors are not expected to exhibit all definitional items in the indicator, but should demonstrate a pattern of them.*

8.2 Adheres to Written Local and State Board Policies and Federal Laws/Regulations

- maintains accurate up-to-date clerical, program and fiscal records
- establishes procedures consistent with established policies, laws and regulations
- recommends and makes decisions in accordance with applicable laws, policies and regulations
- supports established laws, policies and procedures when dealing with school personnel, students and parents
- maintains student data for use in follow-up studies and various reports

8.3 Exhibits Professionalism with Peers, Administrators, Parents/Guardians

- demonstrates respect, interest and consideration for those with whom he/she interacts
- adjusts activities and schedules when necessary to accommodate other school-wide programs or activities
- assists in school planning when requested
- holds conferences at times mutually convenient to all participants
- participates in collegial efforts without giving up individual rights to dissent or to work to effect change

8.4 Promotes Cooperation with Parents/Guardians and Between the School and Community

- uses community resources to supplement program
- encourages parents to participate in the school
- attends community functions
- participates in school-related, parent/guardian-directed meetings (PTA, planning meetings, etc.), when appropriate

Alabama Professional Education Personnel Evaluation Program

DATA SOURCES COUNSELOR SYSTEM

**COMPETENCIES
INDICATORS**

1.0 PREPARATION FOR DELIVERY OF PROGRAM

- 1.1 Establishes Appropriate Goals/Objectives for the Guidance and Counseling Program
- 1.2 Plans for Delivery of the Guidance and Counseling Program
- 1.3 Selects Resources for Program Implementation

OB	SI	SRF	P	SRV	PDP
	X				
	X				
X	X				

**COMPETENCIES
INDICATORS**

2.0 DELIVERY OF GUIDANCE AND COUNSELING PROGRAM

- 2.1 Provides a Comprehensive Guidance Curriculum
- 2.2 Conducts Individual Planning with Students
- 2.3 Provides Responsive Services
- 2.4 Assists in Student Assessment and Testing, as Needed

OB	SI	SRF	P	SRV	PDP
X			X	X	
			X	X	
			X	X	
			X	X	

**COMPETENCIES
INDICATORS**

3.0 RESEARCH AND EVALUATION

- 3.1 Evaluates Guidance and Counseling Program
- 3.2 Monitors Program and Activities
- 3.3 Conducts Research Useful to the Guidance and Counseling Program and School

OB	SI	SRF	P	SRV	PDP
	X		X		
	X				
			X	X	

**COMPETENCIES
INDICATORS**

4.0 MANAGEMENT OF THE GUIDANCE AND COUNSELING PROGRAM

- 4.1 Develops System Support
- 4.2 Manages Resources Effectively
- 4.3 Provides for Maintenance of Guidance and Counseling Program

OB	SI	SRF	P	SRV	PDP
		X			
		X			
		X			

**COMPETENCIES
INDICATORS**

5.0 POSITIVE GUIDANCE AND COUNSELING CLIMATE

- 5.1 Involves Students in Interaction
- 5.2 Communicates High Expectations
- 5.3 Expresses Positive Effect/Minimizes Negative Effect
- 5.4 Maintains Physical Environment Conducive to Guidance and Counseling within Limitations of Facilities Provided

OB	SI	SRF	P	SRV	PDP
X					
X					
X					
X					

**COMPETENCIES
INDICATORS**

6.0 COMMUNICATION

- 6.1 Speaks Clearly, Correctly, and Coherently
- 6.2 Writes Clearly, Correctly, and Coherently

OB	SI	SRF	P	SRV	PDP
X					
X		X	X		

**COMPETENCIES
INDICATORS**

7.0 PROFESSIONAL DEVELOPMENT AND LEADERSHIP

- 7.1 Improves Professional Knowledge and Skills
- 7.2 Takes a Leadership Role in Improving Education

OB	SI	SRF	P	SRV	PDP
					X
					X

**COMPETENCIES
INDICATORS**

8.0 PERFORMANCE OF PROFESSIONAL RESPONSIBILITIES

- 8.1 Completes Job Requirements According to Established Timelines
- 8.2 Adheres to Written Local and State Board Policies and Federal Laws/Regulations
- 8.3 Exhibits Professionalism with Peers, Administrators, Parents/Guardians
- 8.4 Promotes Cooperation with Parent/Guardians and Between School and Community

OB	SI	SRF	P	SRV	PDP
		X			
		X	X		
		X	X	X	
		X	X	X	

APPENDIX B

Counselor Survey for Instructional Staff

As you are aware, school districts in the State of Alabama evaluate the work of educators. One aspect of these evaluations includes the use of surveys to gather information from instructional staff about the school counselor. This information is used to assist in assessing the effectiveness of the counselor.

Because you are an instructional staff member in the school of the counselor named on the front cover, you have been randomly selected to complete this survey. It will take around 15-20 minutes to complete. Your responses are important and will remain confidential. Therefore, do not place your name on this survey. When you have finished, return the survey in the enclosed envelope to the contact person named on the cover of this survey. If you have any questions, you may call the contact person.

Please respond to all statements by circling one number or letter to the right of the statement. Respond from your own knowledge about this counselor using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know

STATEMENT	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
1. This guidance counselor provides the faculty with an orientation to the guidance program and curriculum.	1	2	3	4	x
2. This guidance counselor works with teachers to integrate guidance with the academic curriculum.	1	2	3	4	x
3. This guidance counselor works with teachers to integrate guidance with the academic curriculum.	1	2	3	4	x
4. This guidance counselor helps students assess their abilities, interests, and skills to develop appropriate educational and career plans.	1	2	3	4	x
5. This guidance counselor conducts individual planning with students.	1	2	3	4	x
6. This guidance counselor helps students find resources and support services when needed.	1	2	3	4	x
7. This guidance counselor works with teachers to identify strategies to help students.	1	2	3	4	x
8. This guidance counselor provides the faculty with an orientation to school counseling programs and services.	1	2	3	4	x
9. This guidance counselor assists in school crisis management planning and related activities.	1	2	3	4	x
10. This guidance counselor serves as a resource to faculty in student assessment and analysis of standardized test data.	1	2	3	4	x
11. This guidance counselor assists teachers and administrators in communicating and interpreting standardized test data.	1	2	3	4	x
12. This guidance counselor trains teachers to administer tests, when necessary.	1	2	3	4	x

	STATEMENT				
	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
13.	1	2	3	4	x
14.	1	2	3	4	x
15.	1	2	3	4	x
16.	1	2	3	4	x
17.	1	2	3	4	x
18.	1	2	3	4	x
19.	1	2	3	4	x
20.	1	2	3	4	x
21.	1	2	3	4	x

APPENDIX B

Counselor Survey for Students: Grades 4-6

From time to time, schools in the State of Alabama have students respond to questions about their school. Because you go to this school, you have been chosen to answer some questions about your school counselor. It will take around 15 minutes to complete these questions. No one will know how you answer the questions. **Do not** place your name on this survey.

Please respond to all questions by circling your answer to the right of the question. Respond from your own knowledge about your school counselor.

STATEMENT

- | | | | |
|--|-----|----|------------|
| 1. My guidance counselor provides students information about the guidance program. | Yes | No | Don't Know |
| 2. My guidance counselor helps students explore possible careers. | Yes | No | Don't Know |
| 3. My guidance counselor helps students with educational decisions such as thinking about college or what they should study. | Yes | No | Don't Know |
| 4. My guidance counselor is willing to listen to students' concerns and advise them. | Yes | No | Don't Know |
| 5. My guidance counselor helps me plan what I want to do. | Yes | No | Don't Know |
| 6. My guidance counselor lets students know that guidance and counseling services are available to all students. | Yes | No | Don't Know |
| 7. My guidance counselor lets students know how to deal with school emergencies and crises. | Yes | No | Don't Know |
| 8. My guidance counselor helps students to understand their achievement test scores. | Yes | No | Don't Know |
| 9. My guidance counselor is respectful and considerate of students. | Yes | No | Don't Know |
| 10. My guidance counselor is available to conference with students. | Yes | No | Don't Know |

Counselor Survey for Students: Grades 7-12

On a regular basis, school districts in the State of Alabama evaluate the work of educators. One aspect of these evaluations includes the use of surveys to gather information from students about the counselor of the school. This information is used to assist in determining how well a counselor is doing his or her job.

Because you are enrolled in this school, you have been randomly selected to complete this survey about the school counselor. It will take around 10-15 minutes to complete. Your responses are important and will remain confidential; therefore, **do not** place your name on this survey.

Please respond to all statements by circling one number or letter to the right of the statement. Respond from your own knowledge about the counselor using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know

STATEMENT	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
1. My guidance counselor provides students information about the guidance program.	1	2	3	4	x
2. My guidance counselor helps students explore possible careers.	1	2	3	4	x
3. My guidance counselor helps students with educational decisions such as selection of courses, college and career choices, and ways to seek financial aid.	1	2	3	4	x
4. My guidance counselor is willing to listen to students' concerns and advise them.	1	2	3	4	x
5. My guidance counselor helps me plan what I want to do.	1	2	3	4	x
6. My guidance counselor has informed students that guidance and counseling services are available to all students.	1	2	3	4	x
7. My guidance counselor informs students about dealing with potential school emergencies and crises.	1	2	3	4	x
8. My guidance counselor helps students to understand their standardized test scores.	1	2	3	4	x
9. My guidance counselor is respectful and considerate of students.	1	2	3	4	x
10. My guidance counselor is available to conference with students.	1	2	3	4	x

APPENDIX B

Counselor Survey for Parents/Guardians

On a regular basis, school districts in the State of Alabama evaluate the work of school personnel. One aspect of these evaluations includes the use of surveys to gather information from parents or guardians of students enrolled in a counselor's school. This information is used to assist in assessing the effectiveness of the counselor.

Because you have a child enrolled in the school of the counselor named on the front cover, you have been randomly selected to complete this survey. It will take approximately 10-15 minutes to complete. Your responses are important and will remain confidential. Therefore, do not place your name on this survey. When you have finished, return the survey in the enclosed, stamped envelope. If you have any questions, call the contact person named on the cover of this survey.

Please respond to all statements by circling one number or letter to the right of the statement. Respond from your own knowledge about this counselor using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know

STATEMENT	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
1. This guidance counselor has information available to parents and the community about the school guidance program.	1	2	3	4	x
2. This guidance counselor has helped me explore career and educational decisions with my child.	1	2	3	4	x
3. This guidance counselor has helped my child explore careers.	1	2	3	4	x
4. This guidance counselor has helped my child with educational decisions such as selections of courses, career/college decisions, and ways to seek financial aid.	1	2	3	4	x
5. This guidance counselor is willing to hear concerns and offer suggestions to my child and me.	1	2	3	4	x
6. This guidance counselor has informed me of counseling and consultation opportunities available in the school and community.	1	2	3	4	x
7. This guidance counselor informs parents and the community about how the school ensures the safety of children while attending school or school events.	1	2	3	4	x
8. This guidance counselor reports test scores and other information about my child in a clear and concise manner.	1	2	3	4	x
9. This guidance counselor shows respect for, and interest in, my child and me.	1	2	3	4	x
10. This guidance counselor is willing and available to meet with me.	1	2	3	4	x
11. This guidance counselor encourages me to participate in school events.	1	2	3	4	x
12. This guidance counselor participates in parent meetings, when appropriate.	1	2	3	4	x



**AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION**

**ASCA ETHICAL STANDARDS
FOR SCHOOL COUNSELORS*
Revised June 25, 1998**

Preamble

The American School Counselor Association (ASCA) is a professional organization whose members have a unique and distinctive preparation, grounded in the behavioral sciences, with training in clinical skills adapted to the school setting. The school counselor assists in the growth and development of each individual and uses his or her highly specialized skills to protect the interests of the counselee within the structure of the school system. School counselors subscribe to the following basic tenets of the counseling process from which professional responsibilities are derived:

- Each person has the right to respect and dignity as a human being and to counseling services without prejudice as to person, character, belief or practice regardless of age, color, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.
- Each person has the right to self-direction and self-development.
- Each person has the right of choice and the responsibility for goals reached.
- Each person has the right to privacy and thereby the right to expect the counselor-counselee relationship to comply with all laws, policies, and ethical standards pertaining to confidentiality.

In this document, ASCA specifies the principles of ethical behavior necessary to regulate and maintain the high standards of integrity, leadership, and professionalism among its members. The Ethical Standards for School Counselors were developed to clarify the nature of ethical responsibilities held in common by school counseling professionals. The purposes of this document are to:

- Serve as a guide for the ethical practices of all professional school counselors regardless of level, area, population served, or membership in this professional Association;
- Provide benchmarks for both self-appraisal and peer evaluations regarding counselor responsibilities to counselees, parents, colleagues and professional associates, schools, and communities, as well as to one's self and the counseling profession; and
- Inform those served by the school counselor of acceptable counselor practices and expected professional behavior.

A.1. Responsibilities to Students

The professional school counselor:

- a. Has a primary obligation to the counselee who is to be treated with respect as a unique individual.
- b. Is concerned with the educational, career, emotional, and behavioral needs and encourages the maximum development of each counselee.

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- c. Refrains from consciously encouraging the counselee's acceptance of values, lifestyles, plans, decisions, and beliefs that represent the counselor's personal orientation.

- d. Is responsible for keeping informed of laws, regulations, and policies relating to counselees and strives to ensure that the rights of counselees are adequately provided for and protected.

A.2. Confidentiality

The professional school counselor:

- a. Informs the counselee of the purposes, goals, techniques, and rules of procedure under which she/he may receive counseling at or before the time when the counseling relationship is entered. Disclosure notice includes confidentiality issues such as the possible necessity for consulting with other professionals, privileged communication, and legal or authoritative restraints. The meaning and limits of confidentiality are clearly defined to counselees through a written and shared disclosure statement.

- b. Keeps information confidential unless disclosure is required to prevent clear and imminent danger to the counselee or others or when legal requirements demand that confidential information be revealed. Counselors will consult with other professionals when in doubt as to the validity of an exception.

- c. Discloses information to an identified third party who, by her or his relationship with the counselee, is at a high risk of contracting a disease that is commonly known to be communicable and fatal. Prior to disclosure, the counselor will ascertain that the counselee has not already informed the third party about his or her disease and he/she is not intending to inform the third party in the immediate future.

- d. Requests of the court that disclosure not be required when the release of confidential information without a counselee's permission may lead to potential harm to the counselee.

- e. Protects the confidentiality of counselee's records and releases personal data only according to prescribed laws and school policies. Student information maintained in computers is treated with the same care as traditional student records.

- f. Protects the confidentiality of information received in the counseling relationship as specified by federal and state laws, written policies, and applicable ethical standards. Such information is only to be revealed to others with the informed consent of the counselee, consistent with the counselor's ethical obligation. In a group setting, the counselor sets a high norm of confidentiality and stresses its importance, yet clearly states that confidentiality in group counseling cannot be guaranteed.

A.3. Counseling Plans

The professional school counselor:

works jointly with the counselee in developing integrated and effective counseling plans, consistent with both the abilities and circumstances of the counselee and counselor. Such plans will be regularly reviewed to ensure continued viability and effectiveness, respecting the counselee's freedom of choice.

A.4. Dual Relationships

The professional school counselor:

avoids dual relationships that might impair her or his objectivity and increase the risk of harm to the client (e.g., counseling one's family members, close friends, or associates). If a dual relationship is unavoidable, the counselor is responsible for taking action to eliminate or reduce the potential for harm. Such safeguards might include informed consent, consultation, supervision, and documentation.

APPENDIX C

A.5. Appropriate Referrals

The professional school counselor:

makes referrals when necessary or appropriate to outside resources. Appropriate referral necessitates knowledge of available resources and making proper plans for transitions with minimal interruption of services. Counselees retain the right to discontinue the counseling relationship at any time.

A.6. Group Work

The professional school counselor:

screens prospective group members and maintains an awareness of participants' needs and goals in relation to the goals of the group. The counselor takes reasonable precautions to protect members from physical and psychological harm resulting from interaction within the group.

A.7. Danger to Self or Others

The professional school counselor:

informs appropriate authorities when the counselee's condition indicates a clear and imminent danger to the counselee or others. This is to be done after careful deliberation and, where possible, after consultation with other counseling professionals. The counselor informs the counselee of actions to be taken so as to minimize his or her confusion and to clarify counselee and counselor expectations.

A.8. Student Records

The professional school counselor:

maintains and secures records necessary for rendering professional services to the counselee as required by laws, regulations, institutional procedures, and confidentiality guidelines.

A.9. Evaluation, Assessment, and Interpretation

The professional school counselor:

a. Adheres to all professional standards regarding selecting, administering, and interpreting assessment measures. The counselor recognizes that computer-based testing programs require specific training in administration, scoring, and interpretation that may differ from that required in more traditional assessments.

b. Provides explanations of the nature, purposes, and results of assessment/evaluation measures in language the counselee(s) can understand.

c. Does not misuse assessment results and interpretations and takes reasonable steps to prevent others from misusing the information.

d. Uses caution when utilizing assessment techniques, making evaluations, and interpreting the performance of populations not represented in the norm group on which an instrument is standardized.

A.10. Computer Technology

The professional school counselor:

a. Promotes the benefits of appropriate computer applications and clarifies the limitations of computer technology. The counselor ensures that: (1) computer applications are appropriate for the individual needs of the counselee; (2) the counselee understands how to use the application; and (3) follow-up counseling assistance is provided. Members of underrepresented groups are assured equal access to computer technologies and are assured the absence of discriminatory information and values in computer applications.

b. Counselors who communicate with counsees via the Internet should follow the NBCC Standards for Web Counseling.

A.11. Peer Helper Programs

The professional school counselor:

has unique responsibilities when working with peer helper programs. The school counselor is responsible for the welfare of counsees participating in peer programs under her or his direction. School counselors who function in training and supervisory capacities are referred to the preparation and supervision standards of professional counselor associations.

B. Responsibilities to Parents

8.1. Parent Rights and Responsibilities

The professional school counselor:

a. Respects the inherent rights and responsibilities of parents for their children and endeavors to establish, as appropriate, a collaborative relationship with parents to facilitate the counselee's maximum development.

b. Adheres to laws and local guidelines when assisting parents experiencing family difficulties that interfere with the counselee's effectiveness and welfare.

c. Is sensitive to cultural and social diversity among families and recognizes that all parents, custodial and noncustodial, are vested with certain rights and responsibilities for the welfare of their children by virtue of their role and according to law.

B.2. Parents and Confidentiality

The professional school counselor:

a. Informs parents of the counselor's role with emphasis on the confidential nature of the counseling relationship between the counselor and counselee.

b. Provides parents with accurate, comprehensive, and relevant information in an objective and caring manner, as is appropriate and consistent with ethical responsibilities to the counselee.

c. Makes reasonable efforts to honor the wishes of parents and guardians concerning information that he/she may share regarding the counselee.

C. Responsibilities to Colleagues and Professional Associates

C.1. Professional Relationships

The professional school counselor:

a. Establishes and maintains professional relationships with faculty, staff, and administration to facilitate the provision of optimal counseling services. The relationship is based on the counselor's definition and description of the parameter and levels of his or her professional roles.

b. Treats colleagues with professional respect, courtesy, and fairness. The qualifications, views, and findings of colleagues are represented to accurately reflect the image of competent professionals.

c. Is aware of and optimally utilizes related professions and organizations to which the counselee may be referred.

C.2. Sharing Information with Other Professionals

The professional school counselor:

a. Promotes awareness and adherence to appropriate guidelines regarding confidentiality, the distinction between public and private information, and staff consultation.

b. Provides professional personnel with accurate, objective, concise, and meaningful data necessary to adequately evaluate, counsel, and assist the counselee.

c. If a counselee is receiving services from another counselor or other mental health professional, the counselor, with client consent, will inform the other professional and develop clear agreements to avoid confusion and conflict for the counselee.

D. Responsibilities to the School and Community

D.1. Responsibilities to the School

The professional school counselor:

a. Supports and protects the educational program against any infringement not in the best interest of counsees.

b. Informs appropriate officials of conditions that may be potentially disruptive or damaging to the school's mission, personnel, and property while honoring the confidentiality between the counselee and counselor.

c. Delineates and promotes the counselor's role and function in meeting the needs of those served. The counselor will notify appropriate officials of conditions that may limit or curtail her or his effectiveness in providing programs and services.

d. Accepts employment only for positions for which he/she is qualified by education, training, supervised experience, state and national professional credentials, and appropriate professional experience. Counselors recommend that administrators hire only qualified and competent individuals for professional counseling positions.

e. Assists in developing: (1) curricular and environmental conditions appropriate for the school and community; (2) educational procedures and programs to meet the counselee's developmental needs; and (3) a systematic evaluation process for comprehensive school counseling programs, services, and personnel. The counselor is guided by the findings of the evaluation data in planning programs and services.

D.2. Responsibility to the Community

The professional school counselor:

collaborates with agencies, organizations, and individuals in the school and community in the best interest of counsees and without regard to personal reward or remuneration.

E. Responsibilities to Self

E.1. Professional Competence

The professional school counselor:

a. Functions within the boundaries of individual professional competence and accepts responsibility for the consequences of his or her actions.

b. Monitors personal functioning and effectiveness and does not participate in any activity which may lead to inadequate professional services or harm to a client.

c. Strives through personal initiative to maintain professional competence and to keep abreast of professional information. Professional growth and personal growth are ongoing throughout the counselor's career.

E.2. Multicultural Skills

The professional school counselor:

understands the diverse cultural backgrounds of the counsees with whom he/she works. This includes, but is not limited to, learning how the school counselor's own cultural/ethnic/racial identity impacts her or his values and beliefs about the counseling process.

F. Responsibilities to the Profession

F.1. Professionalism

The professional school counselor:

a. Accepts the policies and processes for handling ethical violations as a result of maintaining membership in the American School Counselor Association.

b. Conducts herself/himself in such a manner as to advance individual ethical practice and the profession.

c. Conducts appropriate research and reports findings in a manner consistent with acceptable educational and psychological research practices. When using client data for research or for statistical or program planning purposes, the counselor ensures protection of the individual counselee's identity.

d. Adheres to ethical standards of the profession; other official policy statements pertaining to counseling; and relevant statutes established by federal, state, and local governments.

e. Clearly distinguishes between statements and actions made as a private individual and those made as a representative of the school counseling profession.

f. Does not use his or her professional position to recruit or gain clients/consultees for her or his private practice or to seek and receive unjustified personal gains, unfair advantage, sexual favors, or unearned goods or services.

F.2. Contribution to the Profession

The professional school counselor:

a. Actively participates in local, state, and national associations that foster the development and improvement of school counseling.

b. Contributes to the development of the profession through sharing skills, ideas, and expertise with colleagues.

G. Maintenance of Standards

Ethical behavior among professional school counselors, Association members and nonmembers, is expected at all times. When there exists serious doubt as to the ethical behavior of colleagues, or if counselors are forced to work in situations or abide by policies which do not reflect the standards as outlined in these Ethical Standards for School Counselors, the counselor is obligated to take appropriate action to rectify the condition. The following procedure may serve as a guide:

1. The counselor should consult confidentially with a professional colleague to discuss the nature of a complaint to see if she/he views the situation as an ethical violation.

2. When feasible, the counselor should directly approach the colleague whose behavior is in question to discuss the complaint and seek resolution.

APPENDIX C

3. If resolution is not forthcoming at the personal level, the counselor shall utilize the channels established within the school, school district, the state SCA, and ASCA Ethics Committee.

4. If the matter still remains unresolved, referral for review and appropriate action should be made to the Ethics Committees in the following sequence:

- state school counselor association
- American School Counselor Association

5. The ASCA Ethics Committee is responsible for educating—and consulting with—the membership regarding ethical standards. The Committee periodically reviews and recommends changes in code. The Committee will also receive and process questions to clarify the application of such standards. Questions must be submitted in writing to the ASCA Ethics Chair. Finally, the Committee will handle complaints of alleged violations of our ethical standards. Therefore, at the national level, complaints should be submitted in writing to the ASCA Ethics Committee, c/o the Executive Director, American School Counselor Association, 801 North Fairfax, Suite 310, Alexandria, VA 22314.

H. Resources for Ethical Standards

School counselors are responsible for being aware of, and acting in accord with, standards and positions of the counseling profession as represented in official documents such as those listed below:

American Counseling Association: (1995). *Code of Ethics and Standards of Practice*. Alexandria, VA. (5999 Stevenson Ave., Alexandria, VA 22034) 1-800-347-6647 www.counseling.org.

American School Counselor Association. (1997). *The National Standards for School Counseling Programs*. Alexandria, VA. (801 North Fairfax Street, Suite 310, Alexandria, VA 22314) 1-800-306-4722 www.schoolcounselor.org.

American School Counselor Association. (1998). Position Statements. Alexandria, VA.

American School Counselor Association. (1998). *Professional Liability Insurance Program*. (Brochure). Alexandria, VA.

Arrendondo, Toperek, Brown, Jones, Locke, Sanchez, and Stadler. (1996). Multicultural Counseling Competencies and Standards. *Journal of Multicultural Counseling and Development*. Vol. 24, No. 1. See American Counseling Association.

Arthur, G.L. and Swanson, C.D. (1993). *Confidentiality and Privileged Communication*. (1993). See American Counseling Association.

Association for Specialists in Group Work. (1989). *Ethical Guidelines for Group Counselors*. (1989). Alexandria, VA. See American Counseling Association.

Corey, G., Corey, M.S. and Callanan. (1998). *Issues and Ethics in the Helping Professions*. Pacific Grove, CA: Brooks/Cole. (Brooks/Cole, 511 Forest Lodge Rd., Pacific Grove, CA 93950) www.thomson.com.

Crawford, R. (1994). *Avoiding Counselor Malpractice*. Alexandria, VA. See American Counseling Association.

Forrester-Miller, H. and Davis, T.E. (1996). *A Practitioner's Guide to Ethical Decision Making*. Alexandria, VA. See American Counseling Association.

Herlihy, B. and Corey, G. (1996). *ACA Ethical Standards Casebook*. Fifth ed. Alexandria, VA. See American Counseling Association.

Herlihy, B. and Corey, G. (1992). *Dual Relationships in Counseling*. Alexandria, VA. See American Counseling Association.

Huey, W.C. and Remley, T.P. (1988). *Ethical and Legal Issues in School Counseling*. Alexandria, VA. See American School Counselor Association.

Joint Committee on Testing Practices. (1988). *Code of Fair Testing Practices in Education*. Washington, DC. American Psychological Association. (1200 17th Street, NW, Washington, DC 20036) 202-336-5500.

Mitchell, R.W. (1991). *Documentation in Counseling Records*. Alexandria, VA. See American Counseling Association.

National Board for Certified Counselors. (1998). *National Board for Certified Counselors: Code of Ethics*. Greensboro, NC. (3 Terrace Way, Suite D, Greensboro, NC 27403-3660) 336-547-0607 www.nbcc.org.

National Board for Certified Counselors. (1997). *Standards for the Ethical Practice of Web Counseling*. Greensboro, NC.

National Peer Helpers Association. (1989). *Code of Ethics for Peer Helping Professionals*. Greenville, NC. PO Box 2684, Greenville, NC 27836. 919-522-3959 nphaorg@aol.com.

Salo, M. and Schurnate, S. (1993). *Counseling Minor Clients*. Alexandria, VA. See American School Counselor Association.

Stevens-Smith, P. and Hughes, M. (1993). *Legal Issues in Marriage and Family Counseling*. Alexandria, VA. See American School Counselor Association.

Wheeler, N. and Bertram, B. (1994). *Legal Aspects of Counseling: Avoiding Lawsuits and Legal Problems*. (Videotape). Alexandria, VA. See American School Counselor Association.

ASCA Ethical Standards for School Counselors were adopted by the ASCA Delegate Assembly, March 19, 1984. The first revision was approved by the ASCA Delegate Assembly, March 27, 1992. The second revision was approved by the ASCA Governing Board on March 30, 1998, and adopted on June 25, 1998.

6/25/98

Comprehensive Counseling and Guidance Program Policy*

The local education agency's comprehensive counseling and guidance program provides important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs. It includes sequential activities designed to address the needs of all students by helping them to acquire competencies in knowledge of self and others, in identifying educational goals, and in career planning in the elementary, middle, and high schools. The program is implemented in each school by the certified school counselor with the support of teachers, administrators, students, and parents.

Program Goals

At the elementary level, the counseling and guidance program promotes successful achievement by assisting students in learning the skills and attitudes necessary to be successful. It emphasizes choice making, skill development, awareness, and beginning exploration of future educational and occupational possibilities. The program also stresses self-concept development and the acquisition of skills in developing interpersonal relationships.

The middle school counseling and guidance program focuses on the rapidly changing needs of pre- and young adolescents. It is especially sensitive to the struggles of middle school students for identity and for balancing the demands for academic, career, and personal/social competencies. The programs begun at the elementary level are continued. However, they are adjusted to fit the special needs of middle school students. In addition, counselors work with students to develop the high school four-year educational plan and an educational/career planning portfolio of study that covers graduation requirements. These plans take into account students' interests and educational and occupational plans.

Building on the goals of the elementary and middle school, the counseling and guidance program in high school assists students in becoming responsible adults who can develop realistic and fulfilling life plans based on clear understandings of themselves and their needs, interests, and skills. The high school four-year educational plan and educational/career planning portfolio study developed in the middle school move with students to high school and are reviewed and updated annually in accordance with students' educational and occupational goals. Continued attention is given to assisting students to develop competence in decision-making, career planning, working with others, and taking responsibility for their own behavior.

Program Activities

To accomplish these goals, the comprehensive counseling and guidance program is an integral part of the school system's total educational program. The program is and includes sequential activities in the elementary, middle, and high schools.

Counselors work with all students, parents, teachers, administrators, and the community through a balanced program of counseling and guidance services. Large- and small-group structured learning units provide systematic instruction for all students in all grade levels.

*(This sample policy may be used to develop the LEA or individual school comprehensive counseling and guidance program policy.)

APPENDIX D

Counselors plan with teachers and then teach, team teach, or assist in teaching these coordinated units in classrooms or in other large-group settings. Individual student planning activities are provided to assist all students. They are initiated in the upper elementary grades and continued and expanded in the middle and high school years. Individual, small-group, personal, and crisis counseling are available to all students. Consultation services concerning student behavior and academic progress are provided for parents, teachers, and administrators. Referrals to other professionals in the school district or to agencies and institutions outside of the district are made as required or requested.

Counselors support the overall district's educational program through general consultation activities and committee work. Counselors also support the local school program through management and research activities, community outreach, business and industry visitation, and professional development.

Program Components

The comprehensive counseling and guidance program components organize the work of counselors into activities and services. They include the counselor services of School Guidance Curriculum, Individual Student Planning, Responsive Services, and counseling and guidance System Support.

School guidance curriculum includes structured experiences presented systematically through classroom and group activities from kindergarten through grade twelve. The curriculum emphasizes choice making, self-understanding, career exploration and preparation, and the improvement of study skills.

Individual student planning includes counseling activities to assist all students to plan, monitor, and manage their own academic achievement as well as their personal and career development. Individual student planning emphasizes test interpretation, informal counseling, and educational counseling, including precollege and postsecondary vocational-technical planning, and career planning.

Responsive services include counseling or referral activities to meet the immediate needs and concerns of students. Responsive services include personal counseling; crisis counseling; agency referral; consultation for parents, teachers, and other professionals; support groups; and problem solving.

System support includes indirect guidance management activities that maintain and enhance the total counseling and guidance program. Responsibilities in this component include staff and community relations, special research projects, committees, professional development, and student support teams.

Adopted:

Board of Education

Date

Counselor's Role in Parenting Education

School counselors facilitate students' development and educational process as they assist students and parents in the resolution of school problems and conflicts that may hinder students developmentally and educationally. Students today face increasingly difficult challenges and pressures. As a result, parenting has become an uncertain and complex journey. Programs to assist and support parents in the parenting process are important components of the school counseling and guidance services and aid in closing the achievement gap for students. In addition to sending communications home and Parent Teacher Association/Parent Teacher Organization (PTA/PTO) presentations, schools take an active role in this process by offering parenting education opportunities.

One of the ways to aid parents in developing more effective parenting skills is a series of programs presented by the school and school counselor that address such issues as physical and emotional development, communication, behavior management strategies, and student academic planning. Community professionals such as pediatricians, counselors/psychologists, and human resources workers can be utilized as facilitators of such programs.

Individual academic sessions with parents, students, and counselors are held annually beginning in the eighth grade. In these conferences, students and parents review the student's academic records, discuss the student's education and career plans (including the high school four-year educational plan and the educational/career planning portfolio), and receive important educational and career planning information. These yearly individual academic sessions allow parents, students, and counselors to focus on identifying diploma options, selecting appropriate high school courses (including rigorous, higher-level courses), and helping students prepare for postsecondary success.

Counselor's Role in Tech/Prep

Tech/Prep is an innovative education program designed to provide a seamless transition between secondary and postsecondary education and to prepare today's career/technical education student for tomorrow's work force. Articulation between career/technical education programs at the secondary level and the postsecondary level is the cornerstone of Tech/Prep. Students who participate in Tech/Prep programs receive college credit from the articulating postsecondary facility for high school courses taken within the program area. Tech/Prep programs combine secondary education with postsecondary education; integrate academic and career/technical instruction; provide technical preparation in a career field; build student competence in mathematics, science, reading, writing, communications, economics, and workplace skills; lead to an associate or baccalaureate degree or a postsecondary certificate in a specific career field; and lead to placement in appropriate employment or to further education.

Career guidance is an important segment of the entire counseling and guidance program. All students benefit from a program of strong academics and a realistic knowledge about career opportunities. Tech/Prep programs of study strengthen ties between schools, postsecondary institutions, businesses, and the community. Tech/Prep requires that career/technical students plan and execute a sequence of courses, both academic and career/technical, that prepares them for advanced study at the college level, entry into the workforce, and lifelong learning.

Without question, counselors are one of the fundamental keys to Tech/Prep's success. The counselor is the liaison between the school and the student, parent, or postsecondary institution. Counselors are the persons most frequently involved in assisting students to develop long-range educational and career plans. Counselors facilitate students as they journey through self-awareness and career development.

Counselors need to be aware of the increased opportunities participating in a Tech/Prep program can offer. Skills needed for future workers are quite different from those needed today. Providing information about Tech/Prep and its postsecondary opportunities to career/technical education students and parents, coordinating placement, conferring with parents and teachers, conducting career guidance activities, making evaluations, and following-up may all be components of an ongoing counseling and guidance program. Through Tech/Prep initiatives, counselors assist students to be better prepared to meet the needs of an ever-changing world.

Counselor's Role in Discipline

School counseling promotes responsible behavior. Counselors do not deal directly with discipline, but rather approach discipline from a preventive perspective. Ideally, discipline problems are identified, discussed, and resolved before they significantly disrupt the classroom and the educational process. Early behavioral intervention is a legitimate activity for counselors, especially in view of the increasing reports of disciplinary problems and disruptive behavior that interfere with learning.

Orientation sessions are conducted at all grade levels to acquaint students with the discipline policy. The positive aspects and rewards of acceptable practices in attendance, classroom behavior, and social relationships both inside and outside the school environment are emphasized.

After all available school resources are expended to assist the disruptive child, the school counselor utilizes appropriate school policies to refer the family to assistance resources outside the school system. However, referral is not usually a “once and forever” procedure, and the school counselor should continue to provide ongoing assistance.

Some examples of counselor intervention strategies that focus on school adjustment and discipline are listed below:

- Individual sessions are scheduled on the basis of a referral or request from parents, teachers, or administrators. Individual counseling emphasizes strengths and positive self-talk for the student experiencing discipline problems. It also teaches problem-solving strategies.
- Group counseling and guidance sessions are held that stress responsible behavior and coping skills. The sessions also promote stress reduction, emphasize social and anger management skills, and teach conflict resolution techniques.
- Consultation is used by the school counselor to create positive change and facilitate the growth and development of the students served. The school counselor assists parents and teachers in choosing behavioral changes strategies. The counselor acts as an arbitrator between teachers and students regarding problem situations and relationships in classrooms.

APPENDIX F

HIGH SCHOOL FOUR-YEAR EDUCATIONAL PLAN

1. Use pencil. Write in the courses you plan to take throughout high school.
 - a. Consider your school's sample four-year educational plan for the career major(s) in which you are interested.
 - b. Consider graduation requirements, postsecondary admissions requirements, National Collegiate Athletic Association (NCAA) eligibility requirements, and scholarship requirements.
2. Review your four-year educational plan each semester.
 - a. Make revisions as needed.
 - b. Add your grades and credits from any previous semester(s).

9TH GRADE			
1ST SEMESTER	Grade	2ND SEMESTER	Grade
TOTAL CREDITS		CUMULATIVE CREDITS	
CLASS RANK		CLASS RANK	

10TH GRADE			
1ST SEMESTER	Grade	2ND SEMESTER	Grade
CUMULATIVE CREDITS		CUMULATIVE CREDITS	
CLASS RANK		CLASS RANK	

Student Signature _____ Parent Signature _____

Student Signature _____ Parent Signature _____

11TH GRADE			
1ST SEMESTER	Grade	2ND SEMESTER	Grade
CUMULATIVE CREDITS		CUMULATIVE CREDITS	
CLASS RANK		CLASS RANK	

12TH GRADE			
1ST SEMESTER	Grade	2ND SEMESTER	Grade
CUMULATIVE CREDITS		CUMULATIVE CREDITS	
CLASS RANK		CLASS RANK	

Student Signature _____ Parent Signature _____

Student Signature _____ Parent Signature _____

SAMPLE

SAMPLE

APPENDIX I

Program Audit*

The program audit is used to assess the school counseling and guidance program. Audits serve to set the standard for the school counseling and guidance program. Audits are first performed when a school counseling and guidance program is being designed and then yearly to appraise the progress of program development. Using the findings of both program implementation and results, strengths and weaknesses are determined, and goals are created for the following school year.

School _____ Date _____

FOUNDATION

I. BELIEFS AND PHILOSOPHY

The philosophy is a set of principles that guides the development, implementation, and evaluation of the school counseling and guidance program.

CRITERIA	None	In Progress	Completed	Implemented	N/A
1.1 A statement of philosophy has been written for the school counseling and guidance program.					
1.2 Every student's right to a school counseling and guidance program is addressed.					
1.3 A plan of closing-the-gap activities for underserved student populations is included.					
1.4 Primary prevention, intervention, and student-developmental needs are the focus.					
1.5 Persons to be involved in the delivery of program activities are identified.					
1.6 Ethical guidelines and standards are included.					

II. MISSION OF SCHOOL COUNSELING PROGRAMS

The mission articulates the intentionality of the school counseling and guidance program. It represents the immediate and long-range impact (what is desired for every student five to ten years after graduation).

CRITERIA	None	In Progress	Completed	Implemented	N/A
2.1 A mission statement has been written for the school counseling and guidance program with the student as the primary client.					
2.2 Content or competencies to be learned are indicated.					
2.3 Long-range results desired for all students are indicated.					

*Adapted with permission from American School Counselor Association. (2003). *The ASCA National Model: A Framework for School Counseling Programs*. Alexandria, Va.: Author.

PROGRAM AUDIT

III. DOMAINS AND GOALS

Goals are the extension of the mission and focus on the results students will achieve by the time each student leaves the school system.

CRITERIA	None	In Progress	Completed	Implemented	N/A
3.1 Goals have been written for the school counseling and guidance program.					
3.2 Developmental structure for the school counseling and guidance program from K-12 (and beyond) and what will be measured are identified.					

IV. COMPETENCIES

Competencies are knowledge, attitudes, or skills that are observable, can be transferred from a learning situation to a real-life situation, and involve the production of a measurable outcome. Competencies are indicators that a student is making progress toward the goals of the school counseling and guidance programs. They are developed and organized into content areas.

CRITERIA	None	In Progress	Completed	Implemented	N/A
4.1 Student competencies have been written that directly relate to the domains: (academic, career, personal/social).					
4.2 Developmentally appropriate student competencies are specified for each grade-level grouping.					
4.3 Selected competencies are based on assessment of student needs and are measurable or observable.					

DELIVERY SYSTEM

V. GUIDANCE CURRICULUM

The guidance curriculum consists of structured developmental lessons designed to assist students in achieving the competencies and is presented systematically through classroom and group activities, K-12. The guidance curriculum is organized to help students acquire, develop, and demonstrate competencies within the three domains: academic, career, and personal/social.

CRITERIA	None	In Progress	Completed	Implemented	N/A
5.1 Guidance curriculum for all three domains has been written.					
5.2 All students receive, in a systemic way, the content to acquire knowledge, attitudes, and skills to enhance their academic, career, and personal/social development.					
5.3 Materials, equipment, and facilities are available to support the program delivery.					
5.4 Effectiveness of curriculum is evaluated annually.					

APPENDIX I

PROGRAM AUDIT

VI. INDIVIDUAL STUDENT PLANNING

Individual student planning consists of school counselors coordinating ongoing systemic activities designed to assist the individual student in establishing personal goals and developing future plans.

CRITERIA	None	In Progress	Completed	Implemented	N/A
6.1 There is a systemic approach for helping students make appropriate education plans.					
6.2 A tool exists at the secondary level to assist students in making appropriate educational plans (four-year plan, portfolio).					
6.3 Individual student planning includes individual appraisal, individual advisement, and appropriate student placement.					

VII. RESPONSIVE SERVICES

Responsive services within the school counseling and guidance program consist of activities to meet the immediate need of students.

CRITERIA	None	In Progress	Completed	Implemented	N/A
7.1 Every K-12 student receives prevention education to address life choices in academic, career, and personal/social development.					
7.2 Students are assisted in solving immediate problems that interfere with their academic, career, and personal/social development (conflict resolution, peer mediation).					
7.3 There is a systemic and consistent provision for the referral of students who exhibit barriers to learning.					

VIII. SYSTEM SUPPORT

System support consists of management activities that establish, maintain, and enhance the total counseling and guidance program.

CRITERIA	None	In Progress	Completed	Implemented	N/A
8.1 Counselors provide professional development to staff regarding the school counseling and guidance program.					
8.2 Counselors participate in professional development activities.					

PROGRAM AUDIT

MANAGEMENT SYSTEM

The management system is the process by which accountability for results is established and indicates who will be responsible for which students acquiring predetermined competencies.

IX. SCHOOL COUNSELOR/ADMINISTRATOR AGREEMENTS

Agreements are statements of responsibility by each counselor specifying the results for which and students for whom the counselor is accountable. These agreements are negotiated with and approved by the designated administrator.

CRITERIA	None	In Progress	Completed	Implemented	N/A
9.1 There is a clear division between assumed accountability for results and assigned duties.					
9.2 Counselors have decided how to distribute caseload and access to students (alpha assignments, domain specialization, grade level, or random).					

X. ADVISORY COUNCIL

An advisory council is a group of persons appointed to review the program audit, goals, and results reports of the school counseling and guidance program and to make recommendations to the school counseling and guidance department, principal, and/or the superintendent.

CRITERIA	None	In Progress	Completed	Implemented	N/A
10.1 An advisory council has been organized and has established meeting dates and has identified tasks.					
10.2 The advisory council meets at least twice a year.					

XI. USE OF DATA and STUDENT MONITORING

Analysis of data drives the program. Monitoring students' progress ensures each student acquires the identified competencies. Monitoring may be systemic by school system or specific to school site, grade, class, or individually, depending on site and student need.

CRITERIA	None	In Progress	Completed	Implemented	N/A
11.1 School system and site-specific data on achievement-related data are collected and disaggregated.					
11.2 There is an established means to monitor students' progress in guidance-related competencies, including academic achievement.					

APPENDIX I

PROGRAM AUDIT

XII. USE OF DATA and CLOSING THE GAP

Analysis of data drives the program. Monitoring of individual progress reveals interventions that may be needed to support each student in achieving academic success through access to rigorous academic programs.

CRITERIA	None	In Progress	Completed	Implemented	N/A
12.1 The data are disaggregated by variables such as gender, ethnicity, and grade level.					
12.2 The identified needs become sources for the determination of closing-the-gap activities.					

XIII. ACTION PLANS (GUIDANCE CURRICULUM AND CLOSING THE GAP)

For every competency taught or result anticipated by counselors, there must be a plan of how the responsible counselor intends to achieve the desired competency or result.

CRITERIA	None	In Progress	Completed	Implemented	N/A
13.1 Action plans are drafted by the counseling team during a planning meeting.					
13.2 Action plans address every aspect of the program and the academic, career, and personal/social domains.					
13.3 Action plans and closing-the-gap plans are completed in the spring for the next year and signed by the counselor and principal.					

XIV. USE OF TIME/CALENDAR

A master calendar of events is developed and published to effectively plan and promote the school counseling and guidance program. To maximize active participation in the program, the calendar provides students, parents, teachers, and administrators with knowledge of appropriate information.

CRITERIA	None	In Progress	Completed	Implemented	N/A
14.1 The master calendar is published and distributed to appropriate persons: students, staff, parents, and community.					
14.2 The counselor's weekly/monthly schedule is posted.					

PROGRAM AUDIT

ACCOUNTABILITY

XV. RESULTS REPORT

For every competency or result assumed by counselors, there must be a plan of how the assigned counselor intends to achieve the desired competency or result.

CRITERIA	None	In Progress	Completed	Implemented	N/A
15.1 A results form for the collection of results data is written and accepted by administration and school counselors.					
15.2 There is a results agreement addressing every aspect of the program and the academic, career, and personal/social domains.					
15.3 Results data are collected and disaggregated measuring behaviors (graduation rates, attendance, behavior, academic achievement, data over time).					

XVI. COUNSELOR PERFORMANCE EVALUATION

The school counselor’s performance standards used for evaluation contain basic standards of practice expected of school counselors implementing a comprehensive school counseling and guidance program.

CRITERIA	None	In Progress	Completed	Implemented	N/A
16.1 The evaluation is written to assess the school counselor’s ability to understand and implement the foundation of the comprehensive school counseling and guidance program.					
16.2 The evaluation assesses the school counselor’s ability to measure the results of the program.					
16.3 The evaluation assesses the counselor’s use of professional communication within the school community.					

XVII. PROGRAM AUDIT

The program audit provides evidence that the school counseling and guidance program has been assessed. The primary purpose for collecting information is to guide future actions within the program and to improve future results for students.

CRITERIA	None	In Progress	Completed	Implemented	N/A
17.1 The audit aligns with and includes all program components.					
17.2 The results of the audit are shared in the spring and drive the program training and behavior for the following year.					

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Glossary*

Academic achievement: attainment of educational goals determined by data such as standardized achievement test scores, grades on tests, report cards, grade point averages, and state and local assessments of academic progress

Accountability: responsibility for one's actions, particularly for objectives, procedures, and results of one's work and program; involves an explanation of what has been done; includes responsibility for counselor performance, program implementation, and results

Advisory council: persons representative of all elements of the school and community appointed to audit the school counseling program goals and to make recommendations to the department, the administration, and the school board regarding program priorities

Assessment: measurement or evaluation of a program, service, or intervention for impact

Career development: acquisition of necessary skills and attitudes for successful transition from school to work, postsecondary training, or education

Closing the gap: refers to the difference or discrepancy in areas such as achievement level, attendance, or behavior among disaggregated groups of students

Competencies: specific knowledge, attitudes, and skills students should obtain

Comprehensive school counseling program: integral part of the total educational program that helps every student acquire the skills, knowledge, and attitudes in academic, career, and personal/social development that promote academic achievement and meet developmental needs

Counseling: special type of helping process implemented by a professionally trained and certified person; involves a variety of techniques and strategies that help students explore academic, career, and personal/social issues impeding healthy development or academic progress

Data-driven: related to decisions concerning future action that are based on information, survey reports, assessments, statistics, or other forms of data

Delivery system: means around which the counseling program is organized and delivered; includes four components: guidance curriculum, individual student planning, responsive services, and system support

Disaggregated data: data separated into component parts by specific variables such as ethnicity, gender, socioeconomic status

Domains: broad areas of knowledge base (academic, career, and personal/social) that promote and enhance the learning process

Foundation: includes the beliefs, philosophies, mission, domains, and ASCA National Standards and competencies

*Adapted with permission from American School Counselor Association. (2003). *The ASCA National Model: A Framework for School Counseling Programs*. Alexandria, Va.: Author.

Goals: extension of the mission statement; indicate the desired student results to be achieved by the time the student leaves the school system

Guidance curriculum: structured developmental lessons designed to assist students in achieving the competencies; presented systematically through K-12 classroom and group activities

Indicator: measurable evidence that individuals have abilities, knowledge, or skills for a specific competency

Individual student planning: school counselor coordination of ongoing systemic activities designed to assist individual students in establishing personal goals and developing future plans

Master calendar: schedule of guidance events maintained by school counseling staff and distributed to teachers, students, and parents on a regular basis; planning, visibility, and credibility are enhanced by effective use of a master calendar

Mission statement: outline of the purpose or vision of the school counseling and guidance program; identifies the long range desired outcome for students; must be compatible with the stated purpose or mission of the school system within which the program operates

Perception data: measure what students and others observe or perceive, knowledge gained, attitudes and beliefs held, or competencies achieved

Performance evaluation: assessment of the level of guidance and counseling program implementation and status

Personal/social development: acquisition of skills indicative of individual growth and social maturity in the areas of personal management and social interaction

Process data: information using figures to show activities, number of students served, and group and classroom visits; does not include results from activities

Program audit: assessment of the school counseling and guidance program relative to the components of the ASCA National Model; primary purpose for collecting information is to guide future action within the program and to improve future results for students

Program management: activities that develop, monitor, and evaluate the implementation of the comprehensive school counseling program

Responsive services: activities that meet students', parents', and teachers' immediate need for counseling, consultation, information, or referral

Results: demonstration of learning, performance, or behavioral change after guidance and counseling program participation

Results data: outcome data; how students are measurably different as a result of the program

Results report: written presentation of the outcomes of counseling and guidance program activities; contains process, perception, and outcome data

Standards: statements of what students should know and be able to do; model addresses four types of standards: content standards, program standards, performance standards, and ethical standards

System support: consists of professional development, consultation, collaboration and teaming, and program management and operation activities that establish, maintain, and enhance the total school counseling and guidance program

Use of data: analysis of data (student needs, achievement, competency acquisition) to effect change within the school system; essential to ensure that all students receive benefits of a school counseling and guidance program

