School Counselor Beginning of the Year Conference

Employee: _____ School: _____

Subject(s): _____ Grade Level(s): _____ Date: _____

Instructions: By October 15th, the employee and administrator will review the Counselor Instructions Self-Reflection and determine any additional components to be evaluated. For each domain, the employee and administrator will agree upon the artifacts and evidence to be submitted by the employee. This document will be maintained in the employee file at the school or electronically on the OASYS system.

Domain 1- Planning and Preparation

1a. Demonstrating Knowledge of counseling theory and techniques	
Building level administration/counselor meetings	☐
Attending conferences, presenting, taking classes	☐
Observable evidence by supervisor	☐

1b. Demonstrating knowledge of child and adolescent development	
Course placement and selection	☐
Consulting with parents and staff; age appropriate expectations - meeting student needs	☐
Scheduling students to meet the academic and social needs	☐
Parent Conferences	☐
IEP/504/RTI Meetings	☐
Parent/Community Presentations	☐
Transition meetings	☐
Large group counseling workshops	☐
Hand scheduling for at-risk students	☐
Observable evidence by supervisor	☐

1c. Establishing goals for the counseling program appropriate to the setting and the students served	
Career planning	☐
Counselor and departmental calendar	☐
Social and emotional skills guidance (i.e. school-wide, group, or individual	☐
Observable evidence by supervisor	☐

1d. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	
Referrals to outside social service agencies (maintaining confidentiality)	☐
Resources: share with parents, students and staff	☐
Professional development activities	☐
Connect with other professionals on available resource	☐
Referral for Youth in Transition	☐
Mandatory Reporting	☐
FERPA and ethical standards	☐
Observable evidence by supervisor	☐

1e. Planning the counseling program, integrated with the regular school program	
Calendar of counseling activities meets state and national counseling standards	☐
School lessons on healthy choices, bullying, suicide prevention, appropriate touch, healthy relationships	☐
Work closely with teachers to incorporate social skills during classroom meetings	☐
Observable evidence by supervisor	☐

1f. Developing a plan to evaluate the counseling program	
Counselor meetings	☐
Survey of counselors	☐
Survey of students	☐
Observable evidence by supervisor	☐

Domain 2 - The Environment

2a. Creating an environment of respect and rapport	
Mediations	☐
Survey of students	☐
Observed active listening, respectful tone, and positive regard for all students	☐
Ability to de-escalate an upset student or parent	☐
Observable evidence by supervisor	☐

2b. Establishing a culture for productive communication	
Counselor meetings	☐
Student services meetings (IEP/504)	☐
Log of days schedule with teacher meetings	☐
Staffing/RTI meetings	☐
Teacher/student mediations	☐
Student/student mediations	☐
Demonstrated conflict management skills, including de-escalation skills	☐
Observable evidence by supervisor	☐

2c. Managing routines and procedures	
Timely transcript analysis, every semester	☐
Timely schedule changes and recommendations for at-risk students	☐
Follows Program of Study and established procedures for record keeping	☐
Sign-up sheets for counselor/field trips/speakers	☐
Senior letters	☐
Observable evidence by supervisor	☐

2d. Establishing standards of conduct and contributing to the culture for student behavior throughout the school	
Stays current with policy and procedure by attending district-wide and departmental counselor meetings	☐
Student RTI meetings	☐
Parent meetings	☐
Understands and supports school-wide expectations	☐
Facilitate and/or participle in School Leadership meetings	☐
Observable evidence by supervisor	☐

2e. Organizing physical space	
Office arrangement	☐
Office accessibility	☐
Calendar of counseling activities	☐
Individual school counselor meetings	☐
School lessons on healthy choices, bullying, suicide prevention, appropriate touch, healthy relationships	☐
Work closely with teachers to incorporate social skills during classroom meetings	☐
Observable evidence by supervisor	☐

Domain 3 - Delivery of Service

3a. Assessing student needs	
Student survey	☐
Counselor meetings	☐
Review of academic records	☐
Observable evidence by supervisor	☐

3b. Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs	
Well organized, and updated each semester, transcript analysis logs	☐
Demonstrated RTI placement	☐
Student contracts	☐
Course selection sheets	☐
Group recommendations	☐
Career exploration activities	☐
Scholarship and financial aid communication	☐
Letters of recommendation	☐
Demonstrated knowledge of the Program of Studies and established protocols and procedures	☐
Observable evidence by supervisor	☐

3c. Using counseling techniques in individual and classroom programs	
Individual/group presentations	☐
Counseling skills such as active listening, attending problem solving and coaching	☐
Knowledge of post-secondary, vocational and financial aid resources	☐
Culturally knowledgeable	☐
Demonstrates collaboration and/or consultation	☐
Observable evidence by supervisor	☐

3d. Brokering resources to meet needs	
IEP/504 Meetings	☐
Transition meetings	☐
Student support in entering or exiting the school district	☐
Demonstrated knowledge of programs within school district and outside school district	☐
Knowledge of community resources	☐
Observable evidence by supervisor	☐

3e. Demonstrating flexibility and responsiveness	
Parent meetings	☐
Emergencies; hospital visits	☐
Ability to work with students in crisis, including suicide intervention, death, natural disaster, etc.	☐
Ability to prioritize process to access counselor	☐
Observable evidence by supervisor	☐

Domain 4 - Personal & Professional Responsibilities

4a. Reflecting on practice	
Counselor meetings	☐
Post observation questionnaire	☐
Student survey	☐
Observable evidence by supervisor	☐

4b. Maintaining records and submitting them in a timely fashion	
Academic record analysis	☐
End of the year report to district office	☐
504 plans and meetings	☐
OCS mandated reporting	☐
Summer school letters	☐
Counselor assessments	☐
Student assessments	☐
Managing student transitions between schools	☐
Academic status letters	☐
Observable evidence by supervisor	☐

4c. Communicating with families	
Website	☐
Parent/Teacher conferences	☐
Academic status letters	☐
IEP/504 meetings	☐
Transition activities	☐
Preparing for post-secondary	☐
Orientation	☐
Timely response communication	☐
Observable evidence by supervisor	☐

4d. Participating in a professional community	
Mentoring new counselors	☐
Collaboration with colleagues/networking	☐
District counselor meetings	☐
Observable evidence by supervisor	☐

4e. Engaging in professional development	
Workshops (participant/presenter)	☐
Observing colleagues	☐
Mentoring	☐
Reflection logs	☐
Goal setting	☐
Engaging in continued educational opportunities	☐
Observable evidence by supervisor	☐

4f. Showing professionalism	
Maintaining good peer relationships	☐
Professional attire/dress	☐
Professional boundaries	☐
Timely response to correspondence	☐
Attentiveness at meetings	☐
Advocate for students - decision making ability	☐
Committee participation	☐
Observable evidence by supervisor	☐

Comments/Other:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____