

PERFORMANCE IMPROVEMENT PLAN

Counselor: _____ Assignment/Grade: _____ ID #: _____
 Evaluator: _____ Campus Name: _____

Performance Area <i>Domain(s)/ Indicator(s) from SCEI Performance Rubric</i>	Performance-Improvement Activities <i>Directives for Changes</i> Evaluator: Please add or delete activities as applicable	Indicators of Success <i>Evidence that will be used to determine if counselor/professional behavior has changed</i>	Start Date	End Date
1.1 Vision and Mission Statements Collaboratively develops an evidence-based counseling program vision and mission that paints an actionable picture of success for all students	The counselor will work collaboratively with campus stakeholders to develop data-driven vision and mission statements that align with school, district, and state goals while ensuring consistent application across all aspects of the counseling program.			
1.2 Annual Student Outcome Goals Set actionable, responsive goals grounded in qualitative and quantitative data and aligned to mission and vision of the counseling program	The counselor will establish at least three clear, measurable student outcome goals written in SMART goal format that focus on outcome data (achievement, attendance, discipline) and are aligned with the counseling program's mission and vision. The counselor will present student outcome goals to campus stakeholders including the Guidance Advisory Committee and administrative/faculty meetings with documented progress monitoring.			
1.3 Planning and Use of Time Develops an annual calendar of activities paired with a daily schedule of responsibilities that designates 80% of time in service to students	The counselor will establish an annual program calendar aligned with program vision/mission and maintain a detailed weekly calendar that demonstrates 80% of time designated to direct and indirect student services with trackable evidence of student outcomes.			

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2.1 Individual Planning Assists with the creation and implementation of academic, graduation, and post-secondary goals for individual students	The counselor will meet with all students according to level and caseload to monitor academic progress, using data to identify at-risk students and implement targeted interventions with written action plans.			
2.2 Guidance Curriculum Delivers, in large group or classroom setting, effective instruction in the areas of academic, college/career/military readiness, and/or personal-social and emotional development	<p>The counselor will deliver all mandated guidance lessons to all students, including Texas Model four Strands and district-required lessons, using best practices and differentiated instruction.</p> <p>The counselor will consistently collect qualitative and quantitative feedback from students and counselors to adjust lesson presentations and improve effectiveness.</p>			
2.3 Responsive Services Provides to students effective, differentiated individual, small group, and/or crisis counseling	<p>The counselor will provide data-informed individual counseling and implement evidence-based small group counseling sessions according to minimum requirements (Elementary - 3 groups per semester, Middle School - 2 groups per semester, High School - 1 group per semester).</p> <p>The counselor will routinely monitor and respond to students experiencing crisis by addressing barriers to success and providing targeted interventions with appropriate referral documentation.</p>			

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2.4 System Support Collaborates with campus staff and stakeholders to advocate for students and their needs	<p>The counselor will demonstrate understanding of the Campus Improvement Plan (CIP) and provide annual training for staff on required topics including Counseling Program Orientation, Bullying Prevention, Suicide Prevention, and Trauma Informed Care.</p> <p>Guidance Advisory Committee (GAC) at least 3 times during the academic year and actively participate as a member in at least one specialized committee (MTSS, Threat Assessment, SHAC, or Leadership Team).</p> <p>The counselor will conduct two annual parent meetings focused on counseling program goals and topics that impact student success in academic, college/career, and social-emotional domains.</p>			
3.1 College, Career, and Military Readiness Support Implements school-wide activities that promote attainment of campus CCMR goals	<p>The counselor will implement ongoing school-wide activities that promote CCMR culture and plan Education Go Get It Week activities at least once per year.</p> <p>The counselor will assist students with completing career interest inventories and provide results to students and parents, while collaborating with the Guidance Advisory Committee to guide CCMR planning at least 3 times per year.</p>			
3.2 College, Career, and Military Readiness Advisement Helps students understand the importance of post-secondary education as a pathway to a career	<p>The counselor will implement ongoing school-wide activities that promote CCMR culture and plan Education Go Get It Week activities at least once per year.</p> <p>The counselor will assist students with completing career interest inventories and provide results to students and parents, while collaborating with the Guidance Advisory Committee to guide CCMR planning at least 3 times per year.</p>			

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3.3 College, Career, and Military Readiness Exploration Helps students and families navigate postsecondary awareness, admissions, and financial literacy	The counselor will coordinate transition activities including student/parent nights to explore CCMR options and ensure student engagement in age-appropriate personal financial literacy concepts while assisting parents with program navigation.			
4.1 Professionalism Models and promotes the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors	The counselor will consistently adhere to professional and ethical standards, maintain compliance with attendance policy, consistently meet deadlines, and display accountability for actions in implementing a comprehensive school counseling program.			
4.2 Professional Learning Seeks opportunities to grow professionally and further enhance their skills	The counselor will consistently engage in all required professional learning opportunities and current research-based learning at campus, district, state, or national levels. The counselor will consistently self-reflect on practice, welcome feedback from administration, and implement new strategies resulting in improved student achievement.			

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4.3 School Community Engagement Leverages students, parents, staff, and the community to foster an environment of collaboration and shared goals	The counselor will consistently establish working relationships with colleagues that demonstrate integrity, respect, flexibility, fairness, and trust while creating a welcoming environment for families and community. The counselor will use consistent, timely, and multiple forms of communication with all parents regarding student expectations, counseling program goals, and concerns.			
4.4 Leadership and Advocacy Exhibits leadership characteristics, is visible on campus, and serves as a strong advocate for students and the campus	The counselor will consistently provide leadership and advocate for a comprehensive school counseling program that equitably meets diverse student needs. The counselor will consistently participate in leadership team planning sessions, implement strategies based on collaborative feedback, and use data to demonstrate the need for systemic change in areas such as course enrollment, equity and access, and achievement opportunities.			

My evaluator, principal, and I have discussed this Intervention Plan. My signature does not indicate whether I agree or disagree with this plan.

Employee Signature
Evaluator's Signature
Principal's Signature (if principal is not the evaluator)

Date
Date
Date

PERFORMANCE INTERVENTION PLAN

Counselor: _____ Assignment/Grade: _____ ID #: _____
 Evaluator: _____ Campus Name: _____

Performance Area <i>Domain(s)/ Indicator(s) from SCEI Performance Rubric</i>	Evidence of <u>Successful</u> Completion	Evidence of <u>Unsuccessful</u> Completion	Further Action to be Taken

This plan has been successfully completed. (Type an X for your response) Yes No

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