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| **First Year Counselor Practices** |
| **Timeframe** | **MO Indicator** | **Evidence of Knowledge and Skills** |
| **Preparation** | ***All 23 Counselor Quality Indicators*** | ***Developed/Assessed in coursework & clinical experiences if counselor is fully certified for their assigned area*** |
| **Prior to the****Beginning of****School****& 1st month** | ***1.1 Human Growth and Development******1.2 Counseling Theories and Interventions******1.4 Social Cultural Diversity******1.6 Career Development and Planning******2.2 Comprehensive Counseling Program Components******2.4 Comprehensive Counseling Program Personnel and Results Evaluation******3.1 Interpersonal Skills******5.3 District and School Policies*** | ***Uses theories of career, counseling, and development to plan for classroom counseling, group and individual counseling******Aligns activities to the district/building comprehensive school counseling program plan and the annual comprehensive school counseling program calendar******Engages with mentor to implement personnel evaluation procedures for first year counselor******Begins student/family/faculty communications******Understands district policies and procedures*** |
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| **First****Quarter** | ***1.3 Helping Relationships******2.3 Technology******4.4 Comprehensive Counseling Program Leadership******5.1 Ethical Standards******5.2 Professional Standards******5.4 Legal Requirements*** | ***Implements Counseling Curriculum in classrooms and small groups******Integrates technology into program activity and management******Communicates and implements referral processes and program activities******Implements Time/Task Analysis to assess program implementation (program evaluation data)******Attends to ethical, professional, legal obligations******Practices within scope of training consistent with district CGCP plan******Implements Time/Task Analysis to assess program implementation (program evaluation data)*** |
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| **Second Quarter** | ***2.2 Comprehensive Counseling Program Components******2.4 Comprehensive Counseling Program Personnel and Results Evaluation******3.4 School Community Involvement******4.3 Student Advocacy*** | ***Manages program activities effectively across all 4 program components******Initiates or reviews the district/building comprehensive school counseling program’s Internal Improvement Review (IIR)******Organizes strategies to collect student outcomes (results data)******Engages in school and community activities*** ***Assesses culture, climate, data to inform student needs******Engages with students/families/staff/mentor*** |
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| **Mid-year** | ***Reflects on standards and feedback throughout Semester 1*** | ***Adjusts practices based on data and feedback gathered from 1st semester******Plans to maintain learning/improvement*** ***Plans for standards/feedback strategies for Semester 2*** |
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| **Third Quarter** | ***1.5 Appraisal of Student Growth and Achievement******3.2 Collaboration******3.3 Consultation******4.1 Personal Well-Being******4.2 Leadership and Professionalism******4.5 School Climate and Culture*** | ***Articulates role in assessment and appraisal within the comprehensive school counseling program******Implements assessment to plan and monitor outcomes of interventions******Collaborates/Consults with others on data/events to address student needs******Reflects on self-care and makes necessary adjustments for well-being******Assesses culture, climate data to inform student success needs*** |
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| **Fourth Quarter** | ***1.3 Helping Relationships******2.1 Structural Components*** | ***Collects survey data to assess counselor helping skills (personnel data)******Reflects on impact of program resources (facilities, materials, policies, work groups, advisory council, etc.—see MCGCP Manual for full resource reflection)*** |
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| **End of Year** | ***Reflects on standards and feedback throughout year*** | ***Reflect on impact on student learning******Plan for professional development/improvement*** |