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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*** |