

# Evidence for School Counselor Evaluation Rubric

## *1a: Demonstrating Knowledge of Counseling Theory, Best Practice, and Techniques*

- Lesson plans for classroom guidance lessons that address all three domains (academic, career, social/emotional) and aligns with ASCA Mindsets and Behaviors and state standards

## *1b: Demonstrating Knowledge of Child and Adolescent Development*

- Handout detailing the overall structure of the program – what standards are taught at each grade level

## *1c: Setting Instructional Outcomes and Goals for Comprehensive School Counseling Services*

- Examples of pre/post tests used as part of school counseling program (classroom guidance, small group, closing the gap activities, etc.)
- Data collected from school counseling activities (perception and outcome data).

## *1d: Demonstrating Knowledge of Resources*

- Collected list of community resources
- Agendas from community meetings attended (District SAP, TIPS, etc.)
- Demonstration of research conducted for needed community and evidence based programs and services
- List of evidence based programs being used

## *1e: Designing Coherent Service Delivery and School Counseling Program*

- Monthly calendars
- Classroom guidance lesson plans with links to National and State Standards
- Evidence of the use of the National Model in your program

## *1f: Designing, Implementing and/or Utilizing Student Assessments*

- Printout of students' career portfolios and/or academic plans (grades 8-12)
  - Printout of other student assessment at school (learning styles inventories, PSAT, SAT, ACT, etc.)
  - Report of how assessments are used to develop goals with individual students and the whole school
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*2a: Creating an Environment of Respect and Rapport*

- List of activities/programs to create a positive culture within building
- Report on the number of student contacts made throughout the day

*2b: Supporting a Culture for Positive Mental Health and Learning*

- Annual Agreement with Principal
- Closing the gap action plans and pre/post data for those plans

*2c: Managing Procedures*

- Copy of school counseling webpage with calendar shared with stakeholders
- Monthly newsletters shared with parents
- Supervisor observes interactions in a classroom setting

*2d: Managing Student Behavior*

- Evidence of completion of CPI certification
- Evidence of role in SWPBS process in school

*2e: Organizing Physical Space*

- Pictures of office space to demonstrate the effective use of physical space
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*3a: Communicating Clearly and Accurately*

- Screen shots of website, blogs, wiki spaces, or other school communication systems

*3b: Using Questioning and Discussion Techniques*

- Supervisor observes classroom guidance lesson to verify use of questioning processes

*3c: Engaging Students in Learning and Development*

- Supervisor observes classroom guidance lesson to verify the engagement in student learning
- Evidence that a student participated in a job shadowing experience

*3d: Using Assessment in Delivery of Academic, Career and Personal Social Development Services*

- Print-out showing how counselor uses career interest survey in course selection process

*3e: Demonstrating Flexibility and Responsiveness*

- Supervisor observes classroom guidance lesson to ascertain ability to respond to various answers and situations
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*4a: Reflecting on Professional Practice*

- Agenda from school counselor advisory council
- Copy of needs assessment and explanation how used to reflect and change practice

*4b: Maintaining Accurate And Confidential Records*

- Description and examples of how student records are maintained and confidential

*4c: Communicating with Stakeholders*

- Copies of newsletters provided to parents
- Print-out of weekly calendar on counseling website
- Copies of handouts and information provided to parents throughout the year
- Copy of needs assessment conducted with various stakeholders

*4d: Participating in a Professional Community*

- Copy of current Act 48 hours
- Agendas from professional meetings attended (LCCA, PSCA, IU13, etc.)
- Copy of My Learning Plan showing professional development trainings
- Proof of membership in ASCA, PSCA, LCCA
- Proof of serving on school improvement committees in local building or district

*4e: Growing and Developing Professionally*

- Program pages and/or registration forms from conferences that were attended (ASCA, PSCA, etc.).
- Agendas from your presentations at conferences
- Demonstration of leadership roles taken in professional organizations

*4f: Demonstrating Professionalism*

- Evidence that reviewed ethical standards every year
- Proof of membership in ASCA, PSCA, LCCA

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PSCA Provided Information:

New information will be provided to PSCA Members in the upcoming months to assist with the rubric, including, pre/post observation forms, references for administration, and more. Sessions at the PSCA Conference will include reference to what rubric component the presentation will cover.