***EPPING SCHOOL DISTRICT SCHOOL GUIDANCE***

COUNSELOR EXPECTATIONS RUBRIC Name:

Epping School District teachers are expected to meet standards as defined by proficient.

The “exceeds standard” level is reserved for truly exceptional performance. Teachers actively serve on committees, volunteer with students, share expertise with colleagues, serve as mentors to new teachers, and demonstrate teacher leadership. Teachers’ students meet or exceed their annual learning growth.

The “needs improvement” level is indicative of performance that needs to change.

The “does not meet standard” denotes unacceptable performance that will result in job action.

Guidance Counselor is responsible for the implementation of the district “Guidance and Counseling Curriculum Framework”.

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| ***Planning and Preparation*** | **Exceeds Standard** | **Meets****Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet** **Standard** | **Reference** |
| **Knowledge** **and Skill** |  |  | Demonstrates thorough knowledge of life-career-college readiness, student program, special services, and counseling theory and techniques; understands child developmental characteristics as well as exceptions to the general patterns |  |  | Job description |
| **Resources** |  |  | Demonstrates knowledge of resources available in the school, other schools, community, and online to advance program goals |  |  | Job description, District plan |
| **Policy** **and Laws** |  |  | Demonstrates thorough knowledge of federal, state, and school district rules, regulations, policy, and laws impacting student attendance, guidance, counseling, and life-career-college development  |  |  | Job description, District plan, Policy Section I and J |
| **Program** **Goals** |  |  | Establishes guidance program goals that are clear and appropriate to meet the Guidance and Counseling Curriculum Framework  |  |  | Job description, District plan |
| **Program** **Plan** |  |  | Provides a well-designed program plan aligning with the district plan, integrating with overall school program, and providing guidance services to both individuals and groups of students and/or school staff |  |  | Job description, District plan |
| **Program Evaluation** |  |  | Uses clear goals and evidence to evaluate the degree to which goals have been met |  |  | Job description, District plan |
| ***Educational******Environment*** | **Exceeds Standard** | **Meets****Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet** **Standard** | **Reference** |
| **Environment** |  |  | Creates a welcoming environment; makes effective use of physical space to counsel, conduct testing, and/or deliver services; promotes guidance information and assistance using print and electronic media |  |  | Job description, District plan |
| **Culture** |  |  | Establishes a culture conveying the importance of productive and respectful interactions and communication between and among students and teachers; significantly contributes to an environment of civility in the school |  |  | Job description, District plan |
| **Organization** |  |  | Uses time efficiently by setting priorities and using clear schedules in order to provide effective services in support of students, families, and school staff |  |  | Job description, District plan |
| **Procedures**  |  |  | Establishes, maintains, and communicates procedures for academic reporting and requirements, referrals, meetings, and consultations which are clear to everyone |  |  | Job description, District plan, Policy I and J  |
| **Service** **Resources** |  |  | Maintains, orders, and inventories equipment including technological tools, materials, and supplies and brokers with other agencies in order to provide efficient and effective services |  |  | Job description, District plan |
| **Student** **Behavior**  |  |  | Communicates behavior expectations and monitors student behavior using counseling and behavior plans for compliance to school and district standards and disciplines students appropriately and respectfully |  |  | Job description, District plan |
| **Support Staff**  |  |  | Trains, supervises, and evaluates support staff so that everyone is clear as to their role |  |  | Job description, District plan |
| ***Delivery of Services*** | **Exceeds Standard** | **Meets****Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet** **Standard** | **Reference** |
| **Teacher** **Collaboration** |  |  | Initiates collaboration with classroom teachers in the design and teaching of guidance lessons, units, and/or programs; team teach as requested; consult on classroom management and other issues |  |  | Job description, District plan |
| **Assessing** **Student Needs** |  |  | Participates in school program and activities, responds to referrals, and assesses student needs using appropriate assessment and diagnostic procedures in order to determine and know the range of student needs in the school |  |  | Job description, District plan, Policy I and J |
| **Counseling** |  |  | Uses a range of counseling techniques to help students acquire skills in decision making, problem solving, and coping strategies for future planning and interactions with other students and school staff |  |  | Job description, District plan |
| **Student and School Safety** |  |  | Assesses situations involving students’ safety, abuse, and other health/wellness issues to identify problems, refer for treatment, and comply with legal requirements; assist with design of crisis prevention plan and crisis interventions and response in the school and district |  |  | Job description, District plan, Policy Section J |
| **Developing Student Plans** |  |  | Helps students, school staff, and families formulate student behavior, academic, and personal/social plans to meet life-career-college goals; includes needs, goals, strategies, and outcome assessments in the plan |  |  | Job description, District plan, Policy Section I and J |
| **Implementing****Student Plans** |  |  | Oversees and implements individual alternative, extended, and/or other special student plans; recommends individual plans to students; and provides support to students per the student plan  |  |  | Job description, District plan, Policy Section I and J |
| **Monitoring** **Student Plans** |  |  | Monitors individual student plans that are appropriate for the students’ identified needs; checks progress, makes adjustments, and initiates follow-up services; provides information, direction, and assistance to students, school staff, and families; and/or revises and implements plans per parent and/or medical provider’s directives |  |  | Job description, District plan, Policy Section I and J |
| **Equipment****Modifications****Adaptations** |  |  | Uses technology/equipment, environmental modifications, and/or adaptive curricular activity to support student’s behavior, academic, social/personal, and other challenges |  |  | Job description, District plan |
| **Education** |  |  | Promotes health and wellness strategies and practices; consults and trains team members, family, and students to enhance performance abilities and cope with challenges |  |  | Job description, District plan |
| **Family****Communication** |  |  | Communicates with families in a sensitive manner; secures permission for evaluations and services |  |  | Job description, District plan |
| **Student Data** |  |  | Collects, analyzes, and shares student data from state, district, and school sources to inform guidance and school program; makes adjustments to services/program accordingly; communicates results verbally and in writing |  |  | Job description, District plan |
| **School Handbooks and Records** |  |  | Maintains organized, clear, accurate, and useful records utilizing technology relevant to services and in a manner compliant with professional standards; responds to records request in a timely manner and in compliance with policy and law; assists administration with school handbooks, reporting systems, and other records |  |  | Job description, District plan, Policy Section I and J |
| **Student Schedule and Management** |  |  | Develop/assist with school’s master schedule and student schedules, and assist with registering new students, transferring students in and out of school, and working with foreign exchange student coordinators |  |  | Job description, District plan |
| **Annual Testing** |  |  | Coordinate and assist with school’s annual testing program and inform students and parents of important testing dates |  |  | Job description, District plan |
| **Flexibility and Responsiveness** |  |  | Revises the guidance program when needed to meet student, teacher, and school needs |  |  | Job description, District plan |
| ***Professional Responsibilities*** | **Exceeds Standard** | **Meets****Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet** **Standard** | **Reference** |
| **Attendance** |  |  | Practices good attendance and punctuality habits |  |  | Policy GA & GBE |
| **Reliability** |  |  | Submits requisitions, budgets, reports and other requests; cares for and protects school property; insures the safety and welfare of the students at all times |  |  | Policy GBE |
| **Data Management**  |  |  | Maintains an effective data-management system in accordance with federal and state law and district policy  |  |  | Job description |
| **Professionalism** |  |  | Behaves in an appropriate manner considerate of one’s self and community, is accountable for one’s actions and choices, is truthful and courteous, and takes pride in one’s work |  |  | Policy GA |
| **Confidentiality****Judgment** |  |  | Uses good judgment regarding relationships with students both in and out of the school context; maintains confidentiality with student records and student issues |  |  | Policy GBEA |
| **Boundaries** |  |  | Maintains professional boundaries with students, parents, and staff in daily interactions and in electronic communications |  |  | Policy GBEBB & GBEBD |
| **Ethics** |  |  | Respects the institution and avoids conflicts of interest |  |  | Policy GBEA |
| **Communication** |  |  | Communicates with parents, teachers, staff, health care providers, and/or public agencies to provide information, advise on changing student need, recommend further intervention, promote/secure services, and comply with legal requirements |  |  | Job description |
| **Teamwork and** **Coordination** |  |  | Shares responsibility for school wide activities and volunteers to serve on health/wellness, student support, and other district and school committees; coordinate with other support services staff to address student needs and student success |  |  | Policy GA, Job description |
| **Openness** |  |  | Keeps administration informed about concerns, follows school and district chain of command, and is open-minded about change by participating in the process and supporting the end result |  |  | Policy GBD & GBK |
| **Responsibility** |  |  | Supports and enforces policies of the Board and School Administration |  |  | Policy GBE |
| **Technology** |  |  | Uses technological tools effectively and respectfully for services and communication as is required by district and school policy |  |  | Job description |
| ***Professional Learning*** | **Exceeds Standard** | **Meets****Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet** **Standard** | **Reference** |
| **Responsibility** |  |  | Respects the right to learn and takes responsibility by participating in school and district professional learning opportunities (PD days, faculty meetings, committees, etc.) |  |  | Policy GA and GCI, Job description |
| **Collaboration** |  |  | Participates as a member of a Professional Learning Team being responsible for personal learning, but also that of others by providing professional development opportunities to acquaint school staff with guidance services  |  |  | Policy GA, PD Master Plan, Job description |
| **Self-assessment** |  |  | Keeps abreast of current guidance practices and legislation, reflects on professional practice, and seeks areas for growth |  |  | Policy GA, PD Master Plan,Job description |
| **Certification** |  |  | Follows the procedures in the district’s Professional Development Plan to maintain NH certification if applicable |  |  | Policy GA, PD Master Plan |