

Sample appropriate activities Administrators may use for School Counselor Evaluation

(Non-confidential activities)

- Participation as a member on leadership teams (School improvement, Student Assistance Team, Rtl Team, PBIS team, 504, PLCs)
- Financial aid parent nights
- Peer mediation training and session
- Coordination, planning and implementation of school wide activities and programs
- Student Course advisement and placement
- Student Career Development advising
- Monitoring of student meeting of graduation requirements
- Student intervention
- Working in Counselor PLC's for planning, monitoring and data analysis of comprehensive school counseling program
- Working within Teacher PLC's to integrate the NC Guidance Essential Standards; integrating character traits into classroom lessons
- Classroom guidance lessons
- Home visit
- Presentation at district meetings
- Data evaluation meeting as it pertains to school counseling program which supports the school improvement plan
- Non-confidential small group session such as New Student Groups
- Crisis intervention
- Parent information meetings
- Presentations to the middle school students for transition to high school
- Parent/teacher conferences
- Planning and implementation of PALS mentor program
- Planning and facilitating school wide programs and activities such as Red Ribbon Week, College Application Week, Career Day, Food Drives, etc.
- Community outreach
- Consultations and referrals with community and school resources (Career Development Coordinators, Social Workers, SROs, Community agencies) and college liaisons
- Facilitating school-wide positive behavior programs such as "Bucket Filling"
- Staff In-service Training on student development, college recommendation letter-writing, coping and stress management, student test-taking anxiety/coping skills, etc.
- Assisting with Functional behavior assessments
- Intervention Team meetings
- Teacher consultation
- Transition Activities (elementary to middle, middle to high, graduation)
- Bullying prevention
- College advisory activity
- Mediation between students
- Participating in grade level meetings
- Distribute scholarship information and head the scholarship committee
- Work to develop programs of study and assist with student registration and schedule changes

- ACT/SAT test interpretation/information sessions
- Student/Parent Orientation presentations
- Academic Awards Night preparations/presentations
- Collaborations with all stakeholders
- Diversity and Culture development
- Serving as a resource for staff, parents, community
- District, state wide professional development
- Affiliation with state and national professional associations
- McKenny-Vento/Homeless support coordination
- Character Assemblies
- Career Awareness programs
- Duke TIP and other Student Enrichment Opportunity Programs
- Website maintenance
- Parent Involvement programs
- Drop-Out prevention
- Teen panel
- AVID team member
- Open house, Parent Night, Special Seasonal Night
- Work as Crisis Management Team leader/member
- School Counseling Intern supervision, New Counselor Mentor supervision, LPCA supervisor/supervision
- Conference Presenter
- Interacting with parents during a conference
- Working with outside agencies
- Doing staff development sessions
- Systemic plans to meet with students on needs (organization skills, study habits, etc.)
- Collaborating with teachers in PLC's about students"
- Business/community meetings
- Student achievement individual meetings
- Graduation conferences
- Organization
- Program Management activities
- Promotion of programs
- College Week application success
- Planning sessions with classroom teachers for school diversity activity
- Review school counseling program calendar of events and individual school counselor calendar - have the counselor keep a log of daily activities that can be reviewed by administration (specific names of students are not necessary)
- Leading a college-access/scholarship presentation for parents
- Leading a small group (or individual) of high school students to review their transcript, consider 4-year plan, and selecting courses for the upcoming school year
- Demonstrating for a group of staff, students, and parents how to use F4K and Course Planner
- Student study team meetings
- Character education lesson in classroom

- Parent meeting to review class registration process
- Collaborative planning with staff for specific unit related to the counseling curriculum
- Working with students to develop college plan/college access activities
- Working with students to understand their results on the ACT or PLAN"
- Co-Teaching Collaboratively with Teachers
- Web page development
- Parent conferences that include administrator
- Speakers
- Appointment calendar
- Emails
- Conferences
- Non-confidential small group session (non-sensitive topics with students' permission such as social skills, study skills, or new student group)
- Surveys/ data
- Collaboration with PTO
- Consultation with staff and students to increase awareness of diversity
- Parent information sessions for seniors or freshmen
- Conference to discuss counselor strategies - plan to address specific goals and progress
- Review documents/reporting for collaboration with outside agencies, or parent contacts, or focus groups, or data supporting improvement for discipline, academics, drop out, attendance - as relevant to school issues"
- Parent Involvement Programs (Senior Night, College Night, College Application Week)
- Conflict resolution / de-escalation of any constituent
- Open House
- Registration (i.e. Completion of Four Year Plans, registration of courses, explanation of requirements)
- College Tours
- Use of resources within school and the community used to support learning.
- Coordinating resources to afford time for built in intervention time.
- Providing staff development segments to address student barriers, cultural diversity, and differentiation
- Class meetings for special topics
- Analysis of data to drive program
- Implementation of comprehensive programs
- Substance Abuse initiatives with community agencies
- Having a plan in place before it is needed, such as the sudden death of a student or faculty member.