Career in Teaching Tool: School Counselors

**Collaborative Mentor-Intern Feedback Form (Counselors**)

Counselor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Check all that apply:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * *Analyzing Student Progress*
* *Communicating with Parents*
* *Discussion of NYS Counseling Standards*
* *Developing/Reviewing Professional Goals*
 | * *Discussing Case Study Student*
* *IEP Meeting Preparation*
* *Modeling Counseling Technique(s)*
 | * *Observing Counseling Session/Group*
* *Observing Mentor or other Veteran Counselor*
* *Planning Counseling experience (PSAT, Group Counseling)*
 | * *Problem Solving Intern’s Issues*
* *Providing Resources*
* *Pre-Observation Conference*
* *Post-Observation Conference*
 | * *Reflecting*
* *Using Technology*
* *Other:*
 |

|  |  |
| --- | --- |
| ***What’s Working:*** | ***Current Focus----Challenges----Concerns:*** |
| ***Counselor’s Next Steps:*** | ***Mentor’s Next Steps:*** |

|  |
| --- |
| **Next Meeting Date: Focus:**  |
| **Questions:** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Planning & Preparation**** *Demonstrates knowledge of the NYS comprehensive school counseling model.*
* *Promotes, plans, implements, assesses and updates a school counseling program appropriate to a multicultural student population.*
* *Collaborates with counselor colleagues, administrators, teachers, parents, students*
* *Demonstrates knowledge of the NYS Learning Standards and ties activities or lessons to them.*
* *Demonstrates knowledge of counseling theory and techniques.*
* *Demonstrates knowledge of child and adolescent development*
* *Demonstrates knowledge of the special education process*
* *Demonstrates knowledge of technology and use of data.*
 | ***Counseling Environment**** *Manages routines and procedures*
* *Works with all students, school staff, families and members of the community as an integral part of the educational program.*
* *Works to develop a trust relationship with students, creating an environment of respect and is sensitive to the needs of a diverse population.*
* *Organizes physical space, including literary and electronic resources for students when such resources are available.*
* *Contributes to the school climate by promoting standards of conduct and scholarly habits for students.*
 | ***Delivery of Counseling Services*** | ***Professional Responsibilities**** *Maintains records and data and uses them to drive program and promote student progress.*
* *Meets deadlines*
* *Communicates with families and school staff on an ongoing basis.*
* *Engages in professional development.*
* *Advocates for individual students, as well as for global educational issues.*
* *Works to educate others in the educational community about the role of the counselor.*
* *Collaborates with all stake-holders in the educational community.*
* *Adheres to the ethics of the counseling profession.*
 |
| ***Academic Domain:**** *Develops educational plans and reviews educational progress at least annually with students (H.S.) and/or parents (Elem).*
* *Reviews report cards and meets with students/parents to review progress.*
* *Coordinates agency services (counseling, tutoring, mentoring, etc.)*
* *Encourages parent involvement*
* *Assists with student support services to remove barriers to academic success (as part of AIS)such as attendance problems, family issues, health, nutrition, mobility, bullying prevention, conflict resolution, teen pregnancy, MH issues, gender identity issues, etc.*
 | ***Career Domain:**** *Provides instruction at each grade level about various careers and career planning skills*
* *Helps students develop and implement post-secondary educational and career plans.*
* *Reviews each student’s career plan annually*
* *Assists students with the college search, application and financial aid processes.*
* *Assists students with job readiness and employment skills.*
* *Helps implement NYS CDOS Standards.*
* *Demonstrates knowledge of the transition process for special education students and assists in implementing that process.*

***Personal/Social Domain:**** *Promotes youth development in self-esteem, family relationships, social skills, problem solving, decision making and goal setting, conflict resolution, drug and alcohol avoidance, dealing w/grief and loss, anger management, etc.*

*Provides support for personal/social growth by means of individual counseling, group counseling and classroom guidance.* |

*Revised August, 2011*