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| **PLANNING AND PREPARATION**  **1b Demonstrating Knowledge of Students**   * Implements a variety of resources to develop guidance curriculum * Alignment of goals to the student population * Demonstrates understanding of typical age development   **1c Establishing Counseling Outcomes**   * General knowledge of counseling field * Initiates new programs or program improvements * Plans systematic development of guidance activities * Writes clear, concise lesson plans for each activity   **1f Counseling Program Appraisal**   * Critically evaluates counseling program in relation to goals and communicates changes | **ENVIRONMENT**  **2a Creating an Environment of Respect and Rapport**   * Consistently respectful, tactful, cooperative * Establishes rapport; actively listens, is sensitive to counselee’s feelings, empowers student   **2b Establishing a Culture for Learning**   * Communicating with appropriate school and district personnel * Establishes collaborative relationships within and outside of the school to meet student’s needs |
| **PROFESSIONAL RESPONSIBILITIES**  **4b Maintaining Accurate Records**   * Timely updates of student records * Appropriate sharing of student records   **4c Communicating with Families**   * Establishing a positive working relationship with families * About individual students * Engagement of families in instructional program   **4f Showing Professionalism**   * Integrity / ethical conduct * Advocacy for students * Decision making * Compliance with school / district regulations * Accepts and implements suggestions, shares concerns and ideas * Participates in school/district meetings, fulfills school expectations | **DELIVERY OF SERVICE**  **3b Using Appropriate Counseling Techniques**   * Demonstrates skills necessary to implement the Alaska state school standards (ASCA) * Demonstrates skills necessary to effectively implement a viable counseling program * Ability to modify techniques to meet the needs of special populations (ESL/ELL, SPED, FAS or psychological distress)   **3c Engaging Students in the Formulation of Current and Future Plans**   * Uses a variety of counseling strategies to assist students establish goals and work towards them * Develops appropriate intervention strategies * Utilizes skills to create meaningful small group counseling outcomes   **3d Assessing Student Needs**   * Ability to guide students in identifying their individual needs and concerns * Ability to analyze student data * Identify and appropriately refer students for services that better meet student needs |