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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
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| **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
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