CHECK APPROPRIATE ITEM

Initial Evaluation Conference/  Coaching Notice of Intensive Support

Job Expectations Conference

School Handbook Review Training Documentation Intensive Support Observation

Summary

School Safety Plan Review Non-Renewal Recommendation Mid-Year Conference

Professional Growth Plan  Deficiency Process Conference

Directed Growth Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | |  | | SCHOOL / LOCATION: |  | |
| ID#: |  | | | JOB ASSIGNMENT: |  | |
| DATE OF OBSERVATIONS(S): | | |  | DATE OF CONFERENCE: | |  |

A conference was held and is summarized below:

### school counselor self-Reflection

### professional growth planning



|  |  |
| --- | --- |
| **School Counselor** |  |
| **School** |  |
| **Grade Level/Subject(s)** |  |

**Part A: Initial Reflection – Establishing Priority Growth Needs**

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| --- | --- | --- | --- | --- | --- |
| **Component:** | **Self-Assessment:** | | | | **Rationale:** |
| *1A -* Demonstrating knowledge of counseling theory and techniques | I | D | A | E |  |
| *1B -* Demonstrating knowledge of child and adolescent development | I | D | A | E |
| *1C* - Establishing goals for the counseling program appropriate to the setting and the students served | I | D | A | E |
| *1D -* Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district | I | D | A | E |
| *1E -* Plan in the counseling program integrated with the regular school program | I | D | A | E |
| *1F -* Developing a plan to evaluate the counseling program | I | D | A | E |
| *2A -* Creating an environment of respect and rapport | I | D | A | E |  |
| *2B -* Establishing a culture for productive communication | I | D | A | E |
| *2C -* Managing routines and procedures | I | D | A | E |
| *2D -* Establishing standards of conduct and contributing to the culture for student behavior throughout the school | I | D | A | E |
| *2E -* Organizing physical space | I | D | A | E |
| *3A -* Assessing student needs | I | D | A | E |  |
| *3B -* Assisting students and teachers in the formulation of academic personal social and career plans based on knowledge of student needs | I | D | A | E |
| *3C -* Using counseling text makes an individual and classroom programs | I | D | A | E |
| *3D -* Brokering resources to meet needs | I | D | A | E |
| *3E -* Demonstrating flexibility and responsiveness | I | D | A | E |
| *4A -* Reflecting on practice | I | D | A | E |  |
| *4B -* Maintaining records and submitting them in a timely fashion | I | D | A | E |
| *4C -* Communicating with families | I | D | A | E |
| *4D -* Participating in a professional community | I | D | A | E |
| *4E -* Engaging in professional development | I | D | A | E |
| *4F* - Showing professionalism | I | D | A | E |

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| **Domain:** | **Component:**  Circle Professional Growth Priority Components | | | | | | **Select a component from those circled for focused professional growth goal development**  **(Part B):** | | | |
| Planning & Preparation | 1A | 1B | 1C | 1D | 1E | 1F |  | | | |
| The Environment | 2A | 2B | 2C | 2D | 2E |  |
| Delivery of Service | 3A | 3B | 3C | 3D | 3E |  |
| Professional Responsibilities | 4A | 4B | 4C | 4D | 4E | 4F |
| *Current Level of Performance for Selected Component:* | | | | | | | I | D | A | E |

**Part B: Connecting Priority Growth Needs to Professional Growth Planning**

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| **Professional Growth Goal:** |  |

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| --- | --- |
| **Action Plan** | |
| **Strategies/Actions**  What is my personal learning necessary to meet the goal(s)? What will I need in order to learn my identified skill or content? How will I apply what I have learned? How will I accomplish my goal(s)? | **Targeted Completion Date**  When will I complete each identified strategy/action? |
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| **Counselor Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |

**Part C: On-going Reflection – Progress Toward Professional Growth Goal**

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| --- | --- | --- |
| **Date:** | **Status of Professional Growth Goal:** | **Revisions/Modifications:** |
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**Part D: Summative Reflection- Level of Attainment for Professional Growth Goal**

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| **Date:** | **End of Year Reflection:** |
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| **Next Steps:** |
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| **Connection to Framework for Teaching:** | 4A – Reflecting on Practice | I | D | A | E |
| 4F – Showing professionalism | I | D | A | E |

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| --- | --- |
| **Counselor Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |

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|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

Coaching Session – remains in supervisor’s file

Disciplinary Documentation – placed in employee personnel file at Central Office. Please attach all previous Coaching E-2s when disciplinary documentation is submitted to the central office.

**Note: If neither box is checked, this E-2 will be assumed to be a Coaching Session and remain in the supervisor’s file.**