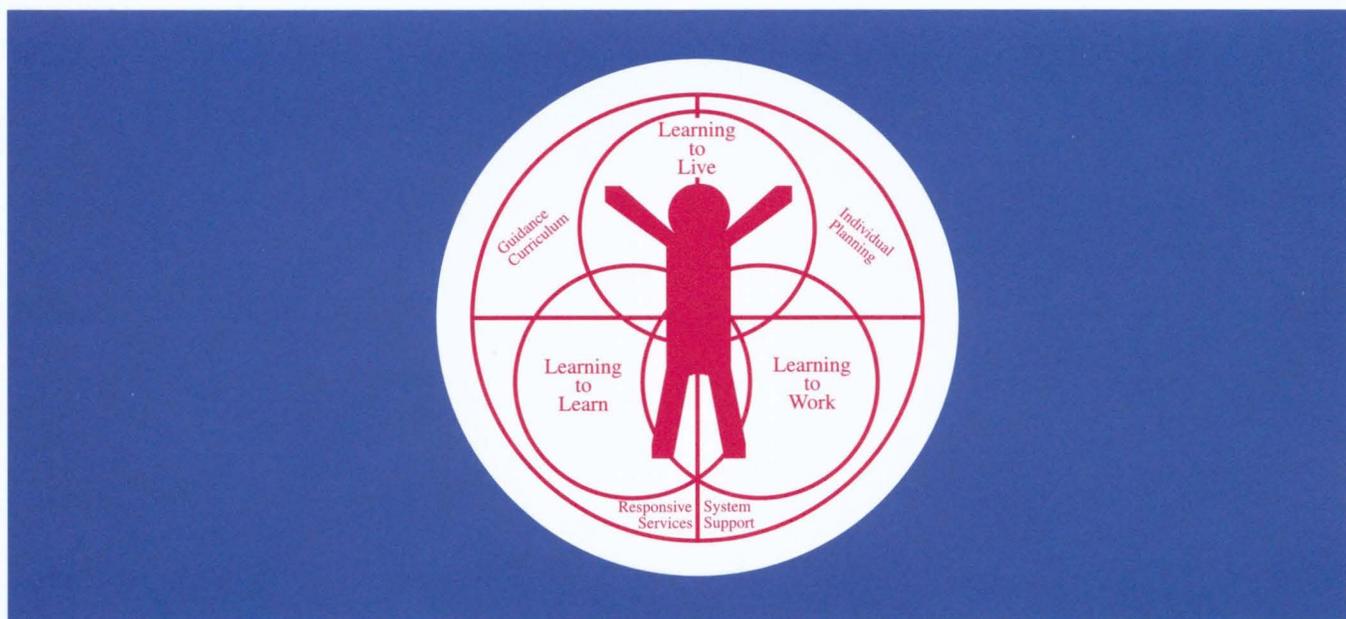


# THE SOUTH CAROLINA COMPREHENSIVE DEVELOPMENTAL GUIDANCE AND COUNSELING PROGRAM MODEL

*A GUIDE FOR  
SCHOOL COUNSELING PROGRAMS  
PREKINDERGARTEN - TWELFTH GRADE*



**SOUTH CAROLINA DEPARTMENT OF EDUCATION**

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South Carolina

# A Guide for School Counseling Programs

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Developed by the  
South Carolina Guidance & Counseling  
Writing Team  
October 1999

Inez M. Tenenbaum  
State Superintendent of Education  
South Carolina Department of Education  
Columbia, South Carolina

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**For further information regarding the South Carolina Comprehensive Developmental Guidance and Counseling Program Model please write:**

South Carolina Department of Education  
1429 Senate Street, Room 602-B  
Columbia, South Carolina 29201

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## Foreword

October 1999

Dear Educators:

As we move into the twenty-first century, the third millenium, school counselors are faced with the challenges of assisting and preparing students to meet the expectations of high academic standards and to become productive citizens and contributing members of our communities and society. To assist school counselors in meeting these challenges, a model for school counseling programs has been developed and written by school counselors, counselor educators, district guidance coordinators, educators, and parents from across our State.

School counseling programs must be comprehensive, serving all students, and must provide learning opportunities that are individual and grade-appropriate. A comprehensive guidance and counseling program is an essential component of the total instructional program through which all students have maximum opportunity for their total development, including *learning to live* (knowledge of self and others); *learning to learn* (education and academic knowledge); and *learning to work* (career planning and knowledge). In addition, as school counselors implement a comprehensive guidance and counseling program in a systematic manner, they provide learning opportunities and services to all students that will contribute to success in the learning process.

This program model for comprehensive guidance will serve as a planning guide to districts, schools, and school counselors as they develop and implement their comprehensive guidance and counseling programs.

Very truly yours,

Inez M. Tenenbaum  
State Superintendent of Education

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**SECTION I**

**Basis for  
Counseling  
Program Model**

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# SOUTH CAROLINA COMPREHENSIVE DEVELOPMENTAL GUIDANCE AND COUNSELING PROGRAM MODEL

## **Purpose**

A comprehensive developmental guidance and counseling program is an essential component of the total instructional program which provides all students the opportunity for optimum development. Students should gain skills that assist them with their own development toward productive citizenship.

The South Carolina Comprehensive Developmental Guidance and Counseling Program Model has been created to assist local districts in developing their own program. This model can be used as a guide to assist districts and schools in the development of their guidance and counseling program.

The guide is intended for:

*Counselors:* to help them establish, implement, and manage their guidance program which will benefit all of their students.

*Teachers:* to help them understand the goals of the guidance and counseling program and maintain a teacher-counselor partnership for the maximum benefit of students.

*Principals:* to help them collaborate with counselors to design and deliver a quality guidance and counseling program and assist counselors in implementing the program.

*District Administrators such as Superintendents, Assistant Superintendents, Guidance Directors, and Curriculum Directors:* to help them provide appropriate support for guidance and counseling program development efforts, and to establish procedures which enhance the effectiveness of the guidance and counseling program.

*Boards of Education:* to help them set policies for effective guidance and counseling programs in their schools.

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## Mission Statement

The South Carolina Comprehensive Developmental Guidance and Counseling Program Model is to assist school districts and communities with the planning, development, implementation, and assessment of a school guidance and counseling program that supports the personal, social, educational, and career development of all students, prekindergarten (PreK) through grade twelve. The program model will assist school districts in complying with State regulations which impact comprehensive guidance programs.

This document provides standards and strategies for school districts to use and follow in developing and implementing a comprehensive guidance and counseling program in their districts.

## Philosophy And Rationale

The South Carolina Comprehensive Developmental Guidance and Counseling Program is based upon the following beliefs:

- All children are unique and should be respected with dignity.
- Every student can succeed at high levels.
- Learning is a lifelong process.
- Fostering a positive self-image is the collaborative effort of the school, home and community leading to responsible and productive citizenship.
- Through guidance programs, the needs and diversity of all students are addressed at all educational levels.
- Every student needs appropriate personal and social skills to achieve optimum benefits from the educational program.
- Comprehensive guidance counseling is a developmentally appropriate program rather than support services.
- The guidance program is an integral part of the overall educational program and serves as a critical link to the instructional program and the community.
- A comprehensive developmental guidance and counseling program is an integral part of the total educational program. The program provides developmental opportunities and experiences as it addresses student development areas: learning to live, learning to learn, and learning to work.

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## **Introduction and Overview**

The local education agency's comprehensive developmental guidance and counseling program provides important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs. It includes sequential activities designed to address the needs of all students by helping them to acquire competencies in knowledge of self and others, in identifying educational goals, and in career planning in our elementary, middle, and senior high schools. The program is implemented in each school by the certified school counselor with the support of teachers, administrators, students, and parents.

### **Program Goals**

At the elementary level, the guidance program promotes successful achievement by assisting students in learning the skills and attitudes necessary to be successful. It emphasizes decision making, skill development, awareness, and beginning exploration of future educational and occupational possibilities. The program also stresses self-concept development and the acquisition of skills in developing interpersonal relationships.

The middle school guidance and counseling program focuses on the rapidly changing needs of young adolescents. It is especially sensitive to the struggles of middle school students for identity and for balancing the demands for academic, career, and social competencies. The programs begun at the elementary level are continued. However, they are adjusted to fit the special needs of the middle school students. In addition, counselors will work with the students to develop a four-year plan that covers graduation requirements. The plan will take into account students' interests as well as educational and occupational plans.

Building on the goals of the elementary and middle school, the guidance and counseling program in the high school assists students in becoming responsible adults who can develop realistic and fulfilling life plans based on clear understandings of themselves and their needs, interests, and skills. The four-year plan developed in the middle school moves with the students to the high school and is reviewed and updated annually in accordance with students' post-graduation educational and occupational goals. Continued attention is given to assisting students to develop competence in decision-making, career planning, working with others, and taking responsibility for their own behavior.

### **Program Activities**

To accomplish these goals, the comprehensive developmental guidance and counseling program is an integral part of the school system's total educational program. The program includes sequential activities in the elementary, middle, and high schools.

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Counselors work with all students, parents, teachers, administrators, and the community through a balanced program of counseling and guidance services. Large- and small-group structured learning units provide systematic instruction for all students in all grade levels.

Counselors plan with teachers and then teach, team teach, or assist in teaching these coordinated units in classrooms or in other large-group settings. Individual planning activities are provided to assist all students. They are initiated in the upper elementary grades and continued and expanded in the middle and high school years. Individual, small-group, personal, and crisis counseling are available to all students. Consultation service concerning student behavior and academic progress are provided for parents, teachers, and administrators. Referrals to other professionals in the school district or to agencies and institutions outside of the district are made as required or requested.

Counselors support the overall district's educational program through general consultation activities and committee work. Counselors also support their local school program through management and research activities, community outreach, business and industry visitation, and professional development.

### **Program Components**

The comprehensive developmental guidance and counseling program components organize the work of counselors into activities and services. They include the counselor services of guidance curriculum, individual planning, responsive services, and counseling and guidance system support.

**Guidance Curriculum** includes structured experiences presented systematically through classroom and group activities from prekindergarten through grade twelve. The curriculum emphasizes choice-making, self-understanding, career exploration and preparation, and the improvement of study skills.

**Individual Planning** includes counseling activities to assist all students to plan, monitor, and manage their own academic achievement as well as their personal and career development. Individual planning emphasizes test interpretation, informal counseling, educational counseling including pre-college and post-secondary vocational-technical planning, and career planning.

**Responsive Services** includes counseling or referral activities to meet the immediate needs and concerns of students. Responsive services includes personal counseling; crisis counseling; agency referral; consultation with parents, teachers, and other professionals; support groups; and problem solving.

**System Support** includes indirect guidance management activities that maintain and enhance the total guidance program. Responsibilities in this component include staff and community relations, special research projects, committees, professional development, and student support teams.

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# Benefits of the Comprehensive Developmental Guidance and Counseling Program

## 1. Benefits for Students

- Improves academic performance and success in school.
- Promotes knowledge for career exploration and development.
- Develops decision-making and problem-solving skills.
- Assists in acquiring knowledge of self and relating effectively to others.
- Broadens knowledge of our changing world.
- Increases opportunities for counselor/student interaction.
- Increases opportunities for consistent counseling services throughout the school year.

## 2. Benefits for Parents

- Provides support for parents regarding their child's educational development.
- Involves parents in their child's educational development and long range planning.
- Increases opportunities for parent/school communication.
- Increases knowledge of the assistance/information parents and students can receive from the counselor and school.

## 3. Benefits for Administrators

- Provides developmental and comprehensive guidance program structure with specific content.
- Provides a means of evaluating the guidance program and personnel implementing the program.
- Enhances the image of the guidance program and school in the community.
- Promotes program accountability.
- Promotes a program responsive to the student's and school's needs.

## 4. Benefits for Teachers

- Encourages positive, supportive working relationships.
- Supports a team effort to address student needs and core standards and competencies.
- Increases the likelihood of academic success.

## 5. Benefits for Local Boards of Education

- Provides an assurance that a quality comprehensive guidance and counseling program is available to all students.
- Provides a basis for determining funding allocations.

## 6. Benefits for Business, Industry and Labor

- Provides a potential work force with decision-making skills, pre-employment skills and increased worker maturity.
- Provides increased opportunity for collaboration among counselors and business, industry and labor communities.
- Enhances the role of the counselor as a resource person.
- Increases opportunities for business, industry and labor to participate actively in the total school program.

## 7. Benefits for Counseling Personnel

- Provides a clearly defined role and function.
- Increases effectiveness and efficiency in performing counseling functions.
- Offers opportunity to reach all students.
- Provides a tool for program management.
- Outlines clearly defined responsibilities for specific student standards.
- Promotes participation on interdisciplinary curriculum teams.
- Links schools to community resources for cost-effective provision of specialized services.

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## Guidance and Counseling Program Standards

### **I. Structured, developmental experiences are presented systematically to students in grades PreKindergarten through twelfth grade through individual and group activities.**

#### **Indicators:**

- a. The guidance curriculum addresses students' needs in the areas of career planning/exploration, knowledge of self and others, and education/occupational and career development, including effective employment-seeking and employment-retention skills at grade levels 6-12.
- b. The written guidance curriculum is developmental and is articulated through all grade levels to ensure continuity of learning, and the extension of skills, knowledge and competencies.
- c. Identified student standards are addressed through the guidance curriculum. Other aspects of the comprehensive guidance and counseling program have been identified and prioritized based on needs assessment data obtained through a survey of students, educators, and parents/guardians administered at least every three years.
- d. School counselors and teachers work together in addressing/meeting the guidance, counseling, and placement needs of all students in grades PreKindergarten through twelfth.
- e. School counselors spend an appropriate amount of time developing, facilitating, implementing and supporting activities within the guidance curriculum component. Suggested percentages of time are: elementary 35-45 percent; middle/junior high 25-35 percent; and high school 15-25 percent.

### **II. Students have access to responsive services that assist them in addressing issues and concerns that may affect their personal, social, academic, and career development.**

#### **Indicators:**

- a. Responsive services, which include individual and small-group counseling, crisis counseling, and referral to other agencies or professional resources, are provided to students as needed.
- b. The district/school has board-approved policies and procedures to be followed when referring students to outside agencies or resources.
- c. The district/school has board-approved policies and procedures to be followed when a crisis occurs.
- d. Consultation is provided for educators, students, parents/guardians, and outside agencies/organizations regarding individual students' academic progress, personal/social concerns, and career planning and development.

- 
- e. School counselors spend an appropriate amount of time carrying out their responsibilities for responsive services. Suggested percentages of time are: elementary 30-40 percent; middle/junior high 30-40 percent; and high school 25-35 percent.

**III. Students and parents are provided opportunities to develop, monitor, and manage their educational and career plans.**

**Indicators:**

- a. Activities and procedures provide a comprehensive program of career awareness and exploration at the elementary, middle/junior high, and high school levels.
- b. A system for developing an individual career plan begins in the sixth grade as outlined in the School-to-Work Act of 1994.
- c. The individual planning system provides students in grades 6-12 with the necessary forms and procedures that will enable them to record, monitor, and update their educational and career plans on a systematic basis as they move through school and make post-secondary plans.
- d. Educational and career information resources are readily available to students.
- e. School counselors spend an appropriate amount of time carrying out their responsibilities in assisting students to develop educational and career plans. Suggested percentages of time are: elementary 5-10 percent; middle/junior high 15-25 percent; and high school 25-35 percent.

**IV. Guidance management activities are in place that support the district's overall educational program and maintain and enhance the district's comprehensive guidance and counseling program.**

**Indicators:**

- a. School counselors serve as consultants to school and district committees and, when appropriate, provide support that utilizes their knowledge of student growth and development.
- b. School counselors participate in relevant, ongoing professional development so guidance and counseling skills are enhanced on a regular basis.
- c. School counselors (PreKindergarten - twelfth grade) collaborate with community agencies, business and industry, and post-secondary institutions.
- d. School counselors inform students, parents/guardians, educators, boards of education and school district patrons about the guidance program's purposes and practices.

- 
- e. School counselors spend an appropriate amount of time carrying out their responsibilities for system support activities. The suggested percentages of time are: elementary 10-15 percent; middle/junior high 10-15 percent; and high school 15-20 percent.
  - f. School counselors conduct a needs assessment to identify and prioritize relevant topics that relate to competencies and other guidance and counseling program components.

**V. A comprehensive developmental guidance and counseling program is implemented in each district and school (PreKindergarten - twelfth grade) and appropriate policies and procedures are in place to maintain, enhance, and evaluate the district's guidance and counseling program.**

**Indicators:**

- a. A written, districtwide comprehensive developmental guidance and counseling plan, which contains a definition of the guidance and counseling program, a statement of program philosophy, goals and objectives, service delivery activities and procedures for evaluating the guidance and counseling program, has been adopted by the local board of education.
- b. The district's guidance and counseling program is directed by a person who has school counselor certification and guidance experience.
- c. A guidance and counseling budget that provides for adequate informational and technical resources has been developed with input from the counseling staff.
- d. School and district-level advisory committees, composed of school and community members, have been established to review the guidance and counseling program's activities.
- e. The school counselor's job description is based directly on the tasks involved in carrying out the district's comprehensive guidance and counseling program.
- f. School counselors in the district are being supervised and evaluated using a performance-based format, based on their job descriptions.
- g. The district evaluates its guidance and counseling program at least every two years.
- h. Guidance facilities, equipment, and resource materials needed to implement the goals of the guidance and counseling program are provided. The guidance facilities provide for privacy and confidentiality.
- i. Ethical, legal, and professional standards for school counselors are included in the district's comprehensive guidance and counseling program.

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**VI. A comprehensive developmental guidance and counseling program shall be an integral part of the school's total educational program.**

**Indicators:**

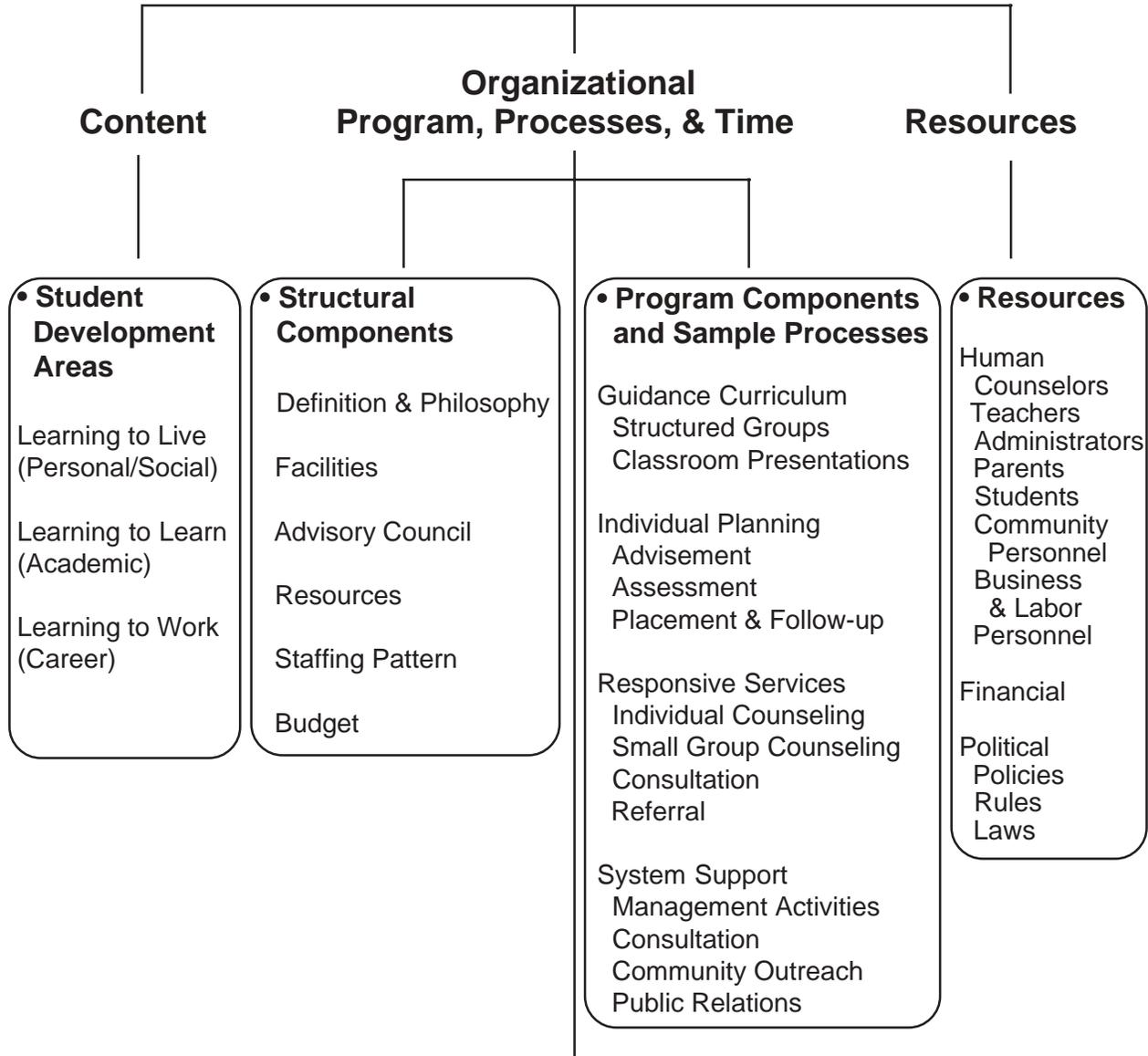
- a. School counselors work in collaboration with other educators at the school and district level to ensure an optimal educational experience for all students.
- b. School counselors use the results of needs assessments to determine priorities consistent with school and district goals.
- c. The guidance and counseling service delivery activities are reflected in all areas of the school curriculum.

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## **SECTION II**

# **Comprehensive Developmental Guidance and Counseling Model**

# Elements of a Comprehensive Developmental Guidance and Counseling Program



**Suggested Distribution of Total Counselor Time**

	<i>Percentage Rate</i>		
	<b>Elementary School</b>	<b>Middle/Junior High School</b>	<b>High School</b>
Guidance Curriculum	35-45	25-35	15-25
Individual Planning	5-10	15-25	25-35
Responsive Services	30-40	30-40	25-35
System Support	10-15	10-15	15-20

## Four Program Components of a Comprehensive School Counseling Program

<p><b>Guidance Curriculum</b> Provides guidance content in a systematic way to all students through classroom and/or group activities.</p>	<p><b>Individual Planning</b> Assists students in monitoring and understanding their development for next-step decisions.</p>	<p><b>Responsive Services</b> Addresses immediate concerns of students.</p>	<p><b>System Support</b> Includes program and staff support activities and services.</p>
<p><b>Purpose:</b> Awareness, skill development, and application needed for the following student development areas:</p> <ul style="list-style-type: none"> <li>• Learning to Live (<i>Personal/Social Development</i>)</li> <li>• Learning to Learn (<i>Academic Development</i>)</li> <li>• Learning to Work (<i>Career Development</i>)</li> </ul>	<p><b>Purpose:</b> Student Planning &amp; Goal Setting</p> <p><b>Areas Addressed:</b></p> <ul style="list-style-type: none"> <li>• PERSONAL-SOCIAL <ul style="list-style-type: none"> <li>• Development of healthy self-concepts</li> <li>• Development of both short- and long-term goals</li> </ul> </li> <li>• EDUCATIONAL <ul style="list-style-type: none"> <li>• Acquisition of study skills</li> <li>• Awareness of educational opportunities</li> <li>• Appropriate course selection</li> <li>• Lifelong learning</li> <li>• Utilization of test scores and data</li> </ul> </li> <li>• CAREER <ul style="list-style-type: none"> <li>• Knowledge of career opportunities</li> <li>• Knowledge of occupational training</li> <li>• Knowledge of labor market information</li> <li>• Development of an education/career plan</li> </ul> </li> </ul>	<p><b>Purpose:</b> Prevention, Intervention</p> <p><b>Areas Addressed:</b></p> <ul style="list-style-type: none"> <li>• Academic concerns <ul style="list-style-type: none"> <li>• study skills</li> </ul> </li> <li>• School-related concerns <ul style="list-style-type: none"> <li>• tardiness</li> <li>• absences &amp; truancy</li> <li>• conduct</li> <li>• dropout prevention</li> </ul> </li> <li>• Relationship concerns <ul style="list-style-type: none"> <li>• Abuse and reporting</li> <li>• Grief/loss death</li> <li>• Substance abuse</li> </ul> </li> <li>• Family issues/concerns <ul style="list-style-type: none"> <li>• Coping with stress</li> </ul> </li> </ul>	<p><b>Purpose:</b> Program Delivery &amp; Support</p> <p><b>Areas Addressed:</b></p> <ul style="list-style-type: none"> <li>• Guidance program development</li> <li>• Parent education</li> <li>• Teacher/administrator consultation</li> <li>• Staff development for educators</li> <li>• School improvement planning</li> <li>• Counselor's professional development</li> <li>• Research and publishing</li> <li>• Community outreach</li> <li>• Public relations</li> <li>• Funding and budget</li> </ul>
<p><b>Counselor Role</b> Guidance Consultation Program implementation and facilitation</p>	<p><b>Counselor Role</b> Guidance Consultation Assessment Placement</p>	<p><b>Counselor Role</b> Counseling Consultation Coordination Referral</p>	<p><b>Counselor Role</b> Program Management Consultation Coordination</p>

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# Comprehensive Guidance and Program Components

## 1. Guidance Curriculum

The guidance curriculum consists of structured developmental experiences presented systematically through classroom and group activities in prekindergarten through grade 12. The purpose of the guidance curriculum is to provide all students at all levels with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills. While counselors' responsibilities include the organization and implementation of the Guidance Curriculum, the cooperation and support of the entire faculty and staff are necessary for its successful implementation. The Guidance Curriculum is delivered through such strategies as:

**Classroom Activities:** Counselors teach, team-teach or assist in teaching guidance curriculum learning activities or units in classrooms, the guidance center, or other school facilities.

**Group Activities:** Counselors conduct group activities outside the classroom to respond to students' identified interests or needs.

### Suggested Time Allocations

Elementary School	35%-45%
Middle/Junior High School	25%-35%
High School	15%-25%

## 2. Individual Planning

Individual Planning consists of activities that help all students plan, monitor, and manage their own learning as well as their personal and career development. Within this component, students evaluate their educational, occupational, and personal goals. The activities in this component are counselor-planned and directed. These activities are generally delivered on an individual basis, or by working with individuals in small groups or advisement groups. Individual Planning is implemented through such strategies as:

**Individual Appraisal:** Counselors work with students analyzing and evaluating students' abilities, interests, skills, and achievements. Test information and other data are the bases for assisting students to develop immediate and long-range plans.

**Individual Advisement:** Counselors work with students using personal-social, educational, career, and labor market information in planning personal, educational, and occupational goals. The involvement of students, parents, and the school in planning students' programs that meet their needs is critical.

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**Placement:** Counselors assist students in making the transition from school to school, school to work or school to additional education and training.

**Suggested Time Allocations**

Elementary School	5%-10%
Middle/Junior High School	15%-25%
High School	25%-35%

**3. Responsive Services**

Responsive Services consist of activities to meet the immediate needs and concerns of students, whether these needs or concerns require counseling, consultation, referral, or information. This component is available to all students and is often student-initiated. While counselors have special training and skills to respond to these needs and concerns, the cooperation and support of the entire faculty and staff are necessary for the successful implementation of this component. Responsive services are delivered through such strategies as:

**Consultation:** Counselors consult with parents, teachers, other educators, and community agencies regarding strategies to help students.

**Personal Counseling:** Counseling is provided on a small-group or individual basis for students expressing difficulties dealing with relationships, personal concerns, or normal developmental tasks. Personal counseling assists students in identifying problems, causes, alternatives, and possible consequences so appropriate action is taken.

**Crisis Counseling:** Counseling and support are provided to students and their families facing emergency situations. Such counseling is normally short-term and temporary in nature. When necessary, appropriate referral sources are used.

**Referral:** Counselors use referral sources to deal with crises such as suicide, violence, abuse, and terminal illness. These referral sources may include:

- Mental Health Agencies
- Employment and Training Programs
- Vocational Rehabilitation
- Juvenile Services
- Social Services

**Suggested Time Allocations**

Elementary School	30%-40%
Middle/Junior High School	30%-40%
High School	25%-35%

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#### 4. System Support

System Support consists of management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the following areas:

**Professional Development:** Counselors need to be involved regularly in updating their professional knowledge and skills. This may involve participating in regular school in-service training, attending professional meetings, completing postgraduate course work, and contributing to professional literature.

**Staff and Community Relations:** Counselors orient staff and the community to the comprehensive developmental guidance and counseling program through such means as newsletters, local media, and school-community presentations.

**Consultation with Teachers:** Counselors need to consult with teachers and other staff members regularly in order to provide information, support staff, and receive feedback on emerging needs of students.

**Advisory Councils:** Counselors serving on departmental curriculum committees, community committees or advisory boards are examples of ways to support other programs in the school and community and to gain support for the guidance program.

**Community Outreach:** Counselors utilize community resources and referral agencies, field trip sites, employment opportunities, and local labor market information to support the overall guidance program.

**Program Management and Operations:** Counselors provide planning and management tasks needed to support activities conducted in a comprehensive developmental guidance and counseling program. This includes responsibilities that need to be fulfilled as a member of the school staff.

**Research and Development:** Counselors evaluate data and follow-up studies and continue to develop and update guidance learning activities and resources.

#### Suggested Time Allocations

Elementary School	10%-15%
Middle/Junior High School	10%-15%
High School	10%-20%

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**SECTION III**

**Roles  
and  
Responsibilities  
of  
School Counselors**

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## South Carolina Roles and Responsibilities of School Counselors

### Counselor Orientation

Professional school counselors accept responsibility to help **all** students through a systematically delivered comprehensive developmental guidance and counseling program. At the same time, they respect each student, strive to understand each student's background and the factors that are influencing his/her present circumstances, and maintain optimism about each student's future.

School counselors approach students, parents, teachers, and others with warmth and understanding, an accepting and optimistic attitude about the potentialities of people, and the belief that people can change in positive ways. They are committed to personal change and growth, not only in others, but also in themselves. They have the ability to relate to and effectively communicate with people of all ages and cultural backgrounds. Counselors have a high degree of self-awareness of their own values, knowledge, skills, and limitations, and know not to act beyond the bounds of their professional qualifications. When counselors who demonstrate these personal characteristics and competencies are selected for employment, the probability for having an effective guidance and counseling program is increased.

### Counselor Roles

When a fully certified school counselor is employed, the administration, faculty, parents, and community should expect the counselor to carry out six basic roles in a professional and accountable manner. The six roles are:

- Program Management
- Guidance
- Counseling
- Consultation and Student Advocacy
- Coordination
- Assessment (Collaboration and Interpretation only)

In order for counselors to perform their roles and responsibilities, they need to be free to provide direct services to all students rather than burdened by administrative and/or clerical tasks such as: bus/lunchroom duty, supervising recess and detention halls, substituting for teachers, doing vision/hearing screenings; building the Master Schedule; OSIRIS Coordinator, school testing coordinator; being in charge of IEP meetings and special education procedures, etc. These job guidelines can assist school districts in better understanding the role of the counselor in implementing the school counseling program.

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These roles and the responsibility of professionalism are further defined as follows:

### **Program Management**

School counselors function in the area of guidance program management within the school unit and the school district. Counselors will work with faculty, staff, students, parents, and community members to plan, implement, and evaluate a comprehensive guidance program. Counselors must be able to use a planning process to define needs and priorities and to determine appropriate objectives. Counselors must be able to organize personnel, physical resources, and activities in relation to defined needs, priorities, and objectives. They also must evaluate the guidance program to maintain its contribution to the total educational program.

### **Guidance**

School counselors provide a proactive, comprehensive developmental guidance and counseling program to **all** students, from prekindergarten through 12th grade, within the school and district in which they are employed. The developmental approach focuses on the “normal” processes of growing up in a complex culture. Multi-cultural issues, individual differences, and problem-centered concerns are taken into account when considering the focus of the comprehensive developmental guidance and counseling program. All students need guidance for maximizing personal/social development, academic development and career development; thus guidance is provided to groups of students.

### **Counseling**

Counselors provide appropriate theories and techniques of counseling to develop and maintain effective individual and group relationships and to provide counseling in response to individuals and small groups with educational, career, personal, and social needs or concerns.

### **Consultation and Student Advocacy**

Counselors, functioning as consultants, provide professional expertise to assist faculty, staff, administrators, parents, and other community members to understand both individual behavior and human relationships. In addition, counselors interpret relevant information to those persons concerning the development and needs of students.

### **Coordination**

Counselors, as coordinators, bring together people and resources in the school, the community and the district for the fullest personal/social, academic, and career development of the students.

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## Assessment

Counselors collaborate with other school and district staff to select testing and appraisal programs that help students identify their abilities, aptitudes, achievements, and interests. In addition to test data, other sources of appraisal information include interviews, biographical summaries, academic records, anecdotal records, personal data forms, and records of past experiences. Counselors have knowledge of the principles, practices, and limitations of test data, and are ethically bound to treat assessment data as confidential, so that only those with a need to know have access to the information. Counselors should not have the sole responsibility of coordinating and administering the testing program in their schools. Their role is to interpret the test data and provide input to administration.

In addition to the roles listed above, professional school counselors demonstrate their professionalism by adhering to legal, ethical, and professional standards for performance, as well as South Carolina laws and guidelines for confidentiality.

## Counselor Competencies

The competencies used by school counselors to carry out these roles and the comprehensive developmental guidance and counseling program component that call upon the competencies are listed below. Counselors' job responsibilities vary depending on the specific job description established in their work setting and the counselor-to-student ratio.

### Counselor Roles and Competencies

### Program Component

#### 1. Program Management

Plan, implement, and evaluate a comprehensive program of guidance, including counseling services.

System Support

Supervise activities of clerical personnel.

System Support

#### 2. Guidance

Teach the school developmental guidance curriculum.

Guidance Curriculum

Assist teachers in the teaching of guidance related curriculum.

Guidance Curriculum

Guide individuals and groups of students through the development of educational, career, and personal plans.

Individual Planning

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### 3. Counseling

Counsel individual students with personal needs/concerns. Responsive Services  
Counsel small groups of students with personal needs/ Responsive Services  
concerns.

Use accepted theories and techniques appropriate to Responsive Services  
school counseling.

### 4. Consultation

Consult with parents, teachers, administrators, and Responsive Services  
other relevant individuals to enhance their work with Individual Planning  
students.

### 5. Coordination

Coordinate with school and community personnel to bring Responsive Services  
together resources for students.

Use an effective referral process for assisting students and Responsive Services  
others to use special programs and services.

### 6. Assessment

Participate in the planning and evaluation of the district/ System Support  
school group standardized testing program.

Interpret test and other appraisal results appropriately. Individual Planning

Use other sources of student data appropriately for Responsive Services  
assessment purposes.

### 7. Professionalism

Adhere to ethical, legal, and professional standards. System Support

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## Job Guidelines for Elementary School Counselors

### Primary Function:

To provide a comprehensive developmental guidance and counseling program for all children in elementary schools; consult with teachers, parents, and staff to enhance their effectiveness in helping students; provide support to other elementary educational programs.

### Major Job Responsibilities:

1. Implement the comprehensive developmental elementary guidance and counseling program.
2. Counsel individuals and groups of students toward the development of academic development and career plans.
3. Counsel individuals and small groups of children toward personal/social development and emotional growth.
4. Consult with and train teachers, parents, and staff regarding children's needs.
5. Refer children and their families to special programs, specialists, and community agencies when appropriate.
6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school.
7. Participate in the intervention team process or school support team.
8. Plan and evaluate the counseling program.
9. Pursue continuous professional growth.

### **Illustrative Key Duties: these serve as examples with specifics to be determined by the district's/school's needs.**

- 1. Implement the elementary guidance curriculum:** conduct classroom guidance activities in each teacher's class and/or systematically conduct developmental counseling groups for each grade level throughout the year; consult with and/or provide resources to teachers to facilitate their instruction of counseling content and to infuse counseling content in the regular education curriculum.

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- 2. Counsel individuals and groups of students through the development of life skills:** work with students in acquiring knowledge about and effective use of skills when interacting in the home, academic, and peer environments.
  - 3. Counsel individuals and small groups of children toward personal/social and emotional growth:** conduct structured, goal-oriented counseling sessions in systematic response to identified needs of individuals or groups of children. Topics may include academic failure, family issues, child abuse, attendance and/or behavior problems, peer problems, and substance abuse. Serve as student advocate and avoid role of disciplinarian.
  - 4. Consult with and train teachers, parents and staff regarding children's needs:** participate in staffings; conduct in-service programs for faculty; act as a resource person for faculty, staff and parents; conduct conferences with teachers and/or parents; conduct or provide opportunities for parent education programs; write articles for parent newsletters; and assist families with school related problems.
  - 5. Refer children and their families to special programs, specialists, and community agencies:** consult and coordinate with in-district and community-based specialists, such as school administrators, nurses, school psychologists, community-based psychologists, service agencies, and physicians. Consult with parents regarding referrals.
  - 6. Participate in activities that contribute to the effective operation of the school:** contribute to the school district and individual building goals for enhancing education; conduct in-service training; and act as an advocate for groups or individual students as system decisions are made.
  - 7. Participate in the intervention team process:** assume an advocate role in designing, implementing, monitoring, and adjusting educational plans for individual students.
  - 8. Plan and evaluate the counseling program:** review the counseling program annually with staff and administration; establish the counseling department's annual plans; evaluate learning activities as they are implemented; and complete an annual counseling program evaluation.
  - 9. Pursue continuous professional growth:** attend state and locally sponsored staff development offerings; join associations; read professional journals and contribute to professional literature; become knowledgeable in multicultural and legal/ethical issues in education; attend relevant workshops and conferences sponsored by professional organizations and the South Carolina Department of Education; take postgraduate courses; and conduct training for staff and other counselors.

### **Organizational Relationships:**

An elementary school counselor is supervised by the administration, collaborates with other district counselor(s), and works cooperatively with other school and district staff.

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## Job Guidelines for Middle School Counselors

### Primary Function:

Provide a comprehensive developmental guidance and counseling program for middle-level students; consult with teachers, parents and staff to enhance their effectiveness in helping students; and provide support to other middle-level educational programs.

### Major Job Responsibilities

1. Implement the middle-level school guidance curriculum through coordination and/or delivery of classroom units and infusion in content areas.
2. Counsel individuals and groups of students toward academic and career development.
3. Counsel individuals and small groups of students toward personal/social development and emotional growth.
4. Consult with and train teachers, parents, and staff regarding needs of middle-level students.
5. Refer children and their families to special programs, specialists, and community agencies when appropriate.
6. Participate in, coordinate, and conduct activities that contribute to the effective operation of the counseling program and school.
7. Participate in the intervention team process and/or school support team.
8. Plan and evaluate the counseling program.
9. Pursue continuous professional growth.

### Illustrative Key Duties: **these serve as examples, with specifics to be determined by the district's/school's needs.**

1. **Implement the middle-level school guidance curriculum:** conduct developmental lessons in classroom settings in conjunction with teaching staff; systematically conduct developmental counseling groups for each grade level throughout the year; and consult with and/or be a resource person to teachers to facilitate the infusion of counseling content into the regular academic curriculum.

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- 2. Counsel individuals and groups of students toward academic and career development:** provide orientation activities to incoming students; guide middle school students in the development of their “High School Four-Year Plans”; collaborate with elementary school counselors and high school counselors regarding pre-registration of incoming 6th graders and outgoing 8th graders; plan/coordinate/assist in pre-registration; assist new students with course selection; coordinate career interest assessment and administration and interpretation of results; and coordinate career education activities.
  - 3. Counsel individuals and small groups of students toward personal/social and emotional growth:** conduct goal-oriented counseling sessions in systematic response to identified needs of individuals or groups of students. Recurrent topics include: handling stress, study skills, friendship, building self-image, substance abuse, suicide prevention/intervention, and peer concerns. Serve as a student advocate and avoid the role of disciplinarian.
  - 4. Consult with and train teachers, parents, and staff regarding the needs of middle-level students:** participate in/conduct staffings; conduct in-service programs for faculty; conduct conferences with teachers, parents, and students; conduct or provide opportunities for parent education programs; write articles for parent newsletters; and assist families with school-related problems.
  - 5. Refer students and their families to special programs, specialists, and community agencies:** consult and coordinate with in-district and community specialists, such as school nurses, administrators, school psychologists, community-based psychologists, service agencies, and physicians. Consult with parents regarding referrals.
  - 6. Participate in activities that contribute to the effective operation of the school:** contribute to individual and district goals for enhancing education; cooperate with other school staff in placing students with special needs in appropriate programs; evaluate student’s schedules for appropriate placement; provide input to administration for schoolwide test administration; and act as an advocate for individuals or groups of students as system decisions are made.
  - 7. Participate in the intervention team process:** assume an advocate role in designing, implementing, monitoring, and adjusting educational plans for individual students.
  - 8. Plan and evaluate the comprehensive developmental guidance and counseling program:** review the counseling program annually with other members of the counseling department staff; establish the counseling department. Establish the counseling department’s Master Calendar and evaluate strategies as they are implemented; survey students, parents, and faculty as to the effectiveness of the counseling program.

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**9. Pursue continuous professional growth:** attend district, state and locally sponsored staff development offerings; join associations; read professional journals and contribute to professional literature; become knowledgeable in multicultural and legal/ethical issues in education; attend relevant workshops and conferences sponsored by professional organizations and the South Carolina Department of Education; take postgraduate courses; and conduct training for staff and other counselors.

**Organizational Relationships:**

The middle-level counselor is supervised by the administration, works collaboratively with other counselors and counseling staff, and works cooperatively with other school and district staff.

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## Job Guidelines for High School Counselors

### **Primary Function:**

To provide, as a member of the counseling department staff, a comprehensive developmental guidance and counseling program for students in high school and specifically provide services to meet the needs of their assigned students; consult with teachers, staff, and parents to enhance their effectiveness in helping students; and to provide support to other high school educational programs.

### **Major Job Responsibilities:**

1. Implement the high school guidance program through classroom guidance, individual and group counseling, and infusion in content areas.
2. Counsel individuals and groups of students toward academic/educational growth and career development.
3. Counsel individuals and small groups of students toward personal/social and emotional growth.
4. Consult with teachers, staff, and parents regarding the developmental needs of students.
5. Refer students to special programs, specialists, and/or community agencies, and consult with parents regarding referrals when appropriate.
6. Participate in, coordinate, and conduct activities that contribute to the effective operation of the counseling program and school.
7. Participate in the intervention team process and/or school support team.
8. Plan and evaluate the building counseling program.
9. Pursue continuous professional growth.

### **Illustrative Key Duties: these serve as examples with specifics to be determined by the district's/school's needs**

1. **Implement the high school guidance program:** conduct learning activities in classroom settings; consult with and/or be a resource person to teachers; facilitate infusion of learning activities into the regular academic curriculum; and conduct individual and group counseling sessions based on identified needs.

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- 2. Counsel individuals and groups of students through the development of educational and career plans:** provide orientation activities for students new to the school, participate in orientation programs for incoming 9th graders; guide 9th and 10th graders in the updating of their "High School Four-Year Plans"; guide 11th and 12th graders to assist them in evaluating their current status and planning their achievement of high school graduation; guide 12th graders to help them develop and take appropriate steps toward implementing their post-high school education and/or career plans by writing college recommendations, and completing applications; provide financial aid information resources, plan/coordinate/assist in preregistration of 9th, 10th, and 11th graders for the following year's program; collaborate with middle school counselors to effect preregistration of 8th graders for 9th grade; assist students new to the district with course selection; interpret standardized test results and information to students, parents, and teachers; guide groups and individual students in the application of test results and information to their educational and career plans; interpret results to develop career/vocational plans through teaching and/or supervision of career education activities, such as career/counseling center orientations, and other counseling center resources; and provide a mechanism for the systematic and efficient dissemination of current, accurate information needed by individual students and/or parents as they develop their educational or career plans.
  - 3. Counsel individuals and small groups of students toward personal/social and emotional growth:** conduct goal-oriented counseling sessions in systematic response to identified needs of individuals or groups of students; recurring topics at the high school level include but are not limited to: study skills, attendance, and behavior concerns, peer concerns, family issues, child abuse, date rape, substance abuse, suicide prevention and intervention, and sexuality issues.
  - 4. Consult with teachers, staff and parents regarding the developmental needs of students:** participate in staffings; conduct in-service programs for faculty; conduct/facilitate conferences with teachers, students, and parents; conduct or provide opportunities for parent education programs; and assist families with school-related problems. Serve as student advocate.
  - 5. Refer students with problems to appropriate program specialists or community agencies:** consult with and coordinate in-district and community agencies, such as school nurses, administrators, school psychologists, community-based psychologists, service agencies, and physicians. Consult with parents regarding referrals when appropriate.
  - 6. Participate in, coordinate or conduct activities which contribute to the effective operation of the counseling program and school:** interpret group test results to faculty and staff; contribute to the school's goals for enhancing education in the building; establish liaisons with the various instructional departments; serve as an advocate for groups or individual students as decisions are made that will affect those students; work with other school staff in the placement of students with special needs in appropriate programs, including gifted education, special education, and technical education opportunities; and participate as a team member in the district/state testing programs.
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7. **Participate in the intervention team process:** assume an advocate role in designing, implementing, monitoring, and adjusting educational plans for individual students.
  8. **Plan and evaluate the counseling program:** review the counseling program annually with administration and other staff; establish the counseling department's Master Calendar; document and evaluate guidance learning activities as they are implemented; complete an annual counseling program evaluation; and conduct follow-up studies with recent graduates.
  9. **Pursue professional growth:** attend state and locally sponsored staff development offerings; join associations; read professional journals; become knowledgeable in multicultural and legal/ethical issues in education; attend relevant workshops and conferences sponsored by professional organizations and the South Carolina Department of Education; take postgraduate courses; contribute to professional literature and/or conference presentations; and conduct training for staff and other counselors.

**Organizational Relationships:**

The high school level counselor is supervised by the administration; works collaboratively with other counselors and counseling staff; and works cooperatively with other school and district staff.

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## Job Guidelines for PreKindergarten - Twelfth Grade School Counselors

### Primary Function:

To provide a comprehensive developmental guidance and counseling program for all children in PreKindergarten - twelfth grade schools; to consult with teachers, parents and staff to enhance their effectiveness in helping students; to provide support to other school educational programs.

### Major Job Responsibilities:

1. Implement the guidance curriculum.
2. Counsel individuals and groups of students toward academic/educational growth, and career development.
3. Counsel individuals and small groups of students toward personal/social and emotional growth.
4. Participate in the intervention team process.
5. Consult with and train students, parents, and staff regarding the developmental needs of students.
6. Refer students and their families to special programs, specialists and/or community agencies; and consult with parents regarding referrals when appropriate.
7. Participate in, coordinate, and conduct activities that contribute to the effective operation of the school and counseling program.
8. Plan and evaluate the counseling program.
9. Pursue continuous professional growth.

### Illustrative Key Duties: these serve as examples with specifics to be determined by the district's/school's needs

1. **Implement the guidance curriculum:** conduct classroom lessons in each teacher's class and/or systematically conduct developmental counseling groups for each grade level throughout the year; consult with and/or provide resources to teachers to facilitate their instruction of counseling content; and participate in interdisciplinary curriculum teams.
2. **Counsel individuals and groups of students through the development of academic and career development:** work with teachers in preparation for transition from one school to

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another. Conduct/coordinate/oversee career awareness activities and participate in the beginning-of-the-year orientation activities.

- 3. Counsel individuals and small groups of students toward personal/social development and emotional growth:** conduct goal-oriented counseling sessions in systematic response to identified needs of individuals or groups of children. Topics may include academic failure, family issues, child abuse, attendance and/or behavior problems, peer problems, and substance abuse, etc.
- 4. Participate in the intervention team process:** assume an advocate role in designing, implementing, monitoring, and adjusting educational plans for individual students.
- 5. Consult with and train teachers, parents and staff regarding students' needs:** participate in staffings; conduct in-service programs for faculty; act as a resource person for faculty, staff and parents; conduct conferences with teachers and/or parents; conduct or provide opportunities for parent educational programs; write articles for parent newsletters; assist families with school-related problems; and serve as a student advocate and resource for guidance/counseling issues and concerns.
- 6. Refer students and their parents to special programs, specialists, and community agencies:** consult with and coordinate in-district and community-based specialists, such as school administrators, nurses, school psychologists, community-based psychologists, service agencies, and physicians. Consult with parents regarding referrals when appropriate.
- 7. Participate in activities which contribute to the effective operation of the school:** contribute to the school district and individual school goals for enhancing education. Act as an advocate for groups or individual students as system decisions are made.
- 8. Plan and evaluate the counseling program:** review the counseling program annually with the other staff and administration; establish the counseling department Master Calendar; document and evaluate guidance learning activities as they are implemented; and complete an annual counseling program evaluation and follow-up studies on recent graduates.
- 9. Pursue professional growth:** attend state and locally sponsored staff development offerings; join associations; read professional journals; become knowledgeable in multicultural and legal/ethical issues in education; attend relevant workshops and conferences sponsored by professional organizations and the South Carolina Department of Education; take post-graduate courses; contribute to professional literature and/or conference presentations; conduct training for staff and other counselors.

### **Organizational Relationships:**

A PreKindergarten - twelfth grade Counselor is supervised by the administration, collaborates with other district counselor(s), and works cooperatively with other school and district staff.

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## **The Role of the Counselor in Tech/Prep**

The School-to-Work Transition Act is an innovative educational program designed to prepare today's youth for tomorrow's work force in technology. School-to-Work is an investment in the future of students and in the economic development of the community. It is a dropout prevention program; a career education program; a curriculum enhancement initiative; and a program to strengthen ties between schools, business, community, and higher education. The result of the program is the students being better prepared for entry into the technological work force, advanced study at the college level, and lifelong learning.

Career guidance is an important function of the entire comprehensive development guidance and counseling program. All students, college-bound or not, benefit from a program of strong applied academics and realistic knowledge about career opportunities. School-to-Work programs provide a framework for viable alternative career paths beyond the traditional general or college-prep tracks. Students are required to plan and execute a sequence of courses, both academic and career, that will prepare them for the future. Such planning is essential for all well-prepared students.

Counselors are one of the keys to the success of School-to-Work initiatives. The counselor is the liaison between the school, student, and parent. They are also the people most frequently involved in assisting students to develop long-range educational and career plans. Counselors facilitate the students' journey through self-awareness and career development, Grades PreK-12. Tech/Prep foundations are initially laid in elementary school with developmentally appropriate activities about the world of work.

The career component (learning to work) of the South Carolina Comprehensive Developmental Guidance and Counseling Program includes conferring with parents and teachers, conducting career guidance activities, completing individual career plans, and implementing the School-to-Work Transition Act.

Through School-to-Work initiatives, counselors become increasingly more involved in training students to enter the work force and be better prepared to meet the needs of an ever-changing world.

## **The Role of the Counselor in Parent Education**

Programs to assist and support parents in the parenting process are an important part of a school's comprehensive developmental guidance and counseling program. In addition to PTA/PTO presentations and sending communications home, schools can take an active role in this process by offering parent education opportunities.

One of the ways to aid parents in developing more effective parenting skills is a series of programs about physical and emotional development essential for learning. Communication and behavior management strategies are part of parent education. Parenting education programs may

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be structured as panel discussions, discussion groups, or instructional programs. Community professional involvement should be a part of this program.

## **The Role of the Counselor in Working with Students with Disabilities**

Students with disabilities have a right to, and will benefit from, a well-planned and thoughtfully implemented comprehensive guidance program. Counselors have an ethical obligation to be knowledgeable of their students' needs and to provide the appropriate programs and services on an equitable basis. Counselors will need to become familiar with both state and federal legislation impacting the education of students with disabilities.

The counselor's role in serving students with disabilities will not differ from those functions performed with any other students. The primary services will include classroom guidance, consultation with parents and teachers of students with disabilities, counseling with students, assessment, coordination of services, prevention and intervention, and career development. These services are inclusive of a comprehensive developmental guidance and counseling program.

Through the cooperative effort of counselors, parents, teachers and support personnel, students with disabilities can be provided a solid foundation that will enhance personal, educational, and career development. The goal is to provide a comprehensive guidance program that assists all students in increasing opportunities for success and achievement of their full potential.

## **The Role of the Counselor in Discipline**

Counselors do not deal directly with discipline, but rather approach discipline from a preventive perspective. Discipline problems are identified, discussed, and resolved before they significantly disrupt the learning environment and the educational process. Early behavioral intervention by the counselor is essential.

Consultation is one of the key intervention strategies employed by the counselor to create positive change and facilitate the growth and development of the students served. The counselor acts as an arbitrator between school staff and students regarding problem situations and relationships in classrooms. A systematic process is utilized that includes meeting with the school staff and with the students individually and together to monitor progress and evaluate outcomes.

The school counselor also utilizes appropriate school policies to refer the family to assistance resources outside the school system. The school counselor should continue to provide ongoing assistance.

Specific group guidance sessions employed by the counselor can assist students in their total school adjustment and thus reduce classroom problems. Special small-group counseling sessions are scheduled on a need basis for assisting students who exhibit more aggressive behavior.

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Some examples of counselor intervention strategies that focus on school adjustment and discipline are listed below.

- Orientation sessions are conducted at all grade levels to acquaint students with the discipline policy. The positive aspects and rewards of acceptable practices in attendance, classroom behavior, and social relationships both inside and outside the school environment are emphasized.
- Group guidance sessions are held that stress responsible behavior and coping skills.
- Individual sessions are scheduled on the basis of a referral or request from parents, teachers, or administrators. Minor first-time behavior problems may be referred to the counselor for assistance and follow-up.
- Follow-up activities with a student returning from a suspension are conducted when requested by the school administrators.
- School staff are in-serviced on appropriate referral procedures and provided with necessary forms.
- Referrals to outside agencies are initiated when appropriate.
- Conferences with parents, teachers, support staff, and administrators are scheduled when appropriate.

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## Guidelines for Counselor Confidentiality in South Carolina

The issue of confidentiality is involved in every counseling interaction. It is important to inform students prior to beginning the counselor/student relationship that there are possible limitations that may affect the relationship. Counselors must know their limitations and not act beyond the bounds of their professional qualifications, but refer students to community resources when appropriate. Counselors must inform students of the purposes, goals, techniques, rules of procedures, etc., prior to entering into the relationship. The following guidelines have been developed for legal and ethical behavior on the part of the school counselor who works with students in South Carolina schools.

1. Whether the topic of confidentiality is discussed or not, all communications between the students and the counselor are, in fact, confidential. Therefore, the counseling session itself, and not explicit agreements between the counselor and student, determines the validity of confidentiality for the student.
2. Informal discussion of case material, as opposed to a consultation, with persons not directly involved is a breach of confidentiality. Case material may be discussed with another professional when the focus of the discussion is on helping the student. Counselors who feel the need to “vent their feelings” should center the discussion on themselves, keeping the identity of the student private.
3. A list of persons who have expertise in legal/ethical issues in school counseling should be available to counselors for the purpose of consultation. In instances in which the counselor is not sure of actions to be taken, consultations with other professionals must be used where possible. Other professionals include, but are not limited to, members of the student’s support team, professional counselors including school counselors, school/district administrators, community mental health agencies, university professors, South Carolina Department of Education personnel, and various experts/professionals in the field of counseling.
4. Written or oral reports present only data germane to the purposes of an evaluation and every effort is made to avoid undue invasion of privacy (APA, 1981, P.5). If counselors are asked to observe a student’s behavior in the classroom, the report should reflect only observable data and not the counselor’s personal opinions.
5. If a student has revealed information that indicates a violation of South Carolina laws regarding child welfare and/or protection, then the counselor **must** inform the appropriate authorities, which may include parents, school authorities and law enforcement agencies. Ethical standards do not supersede the law!

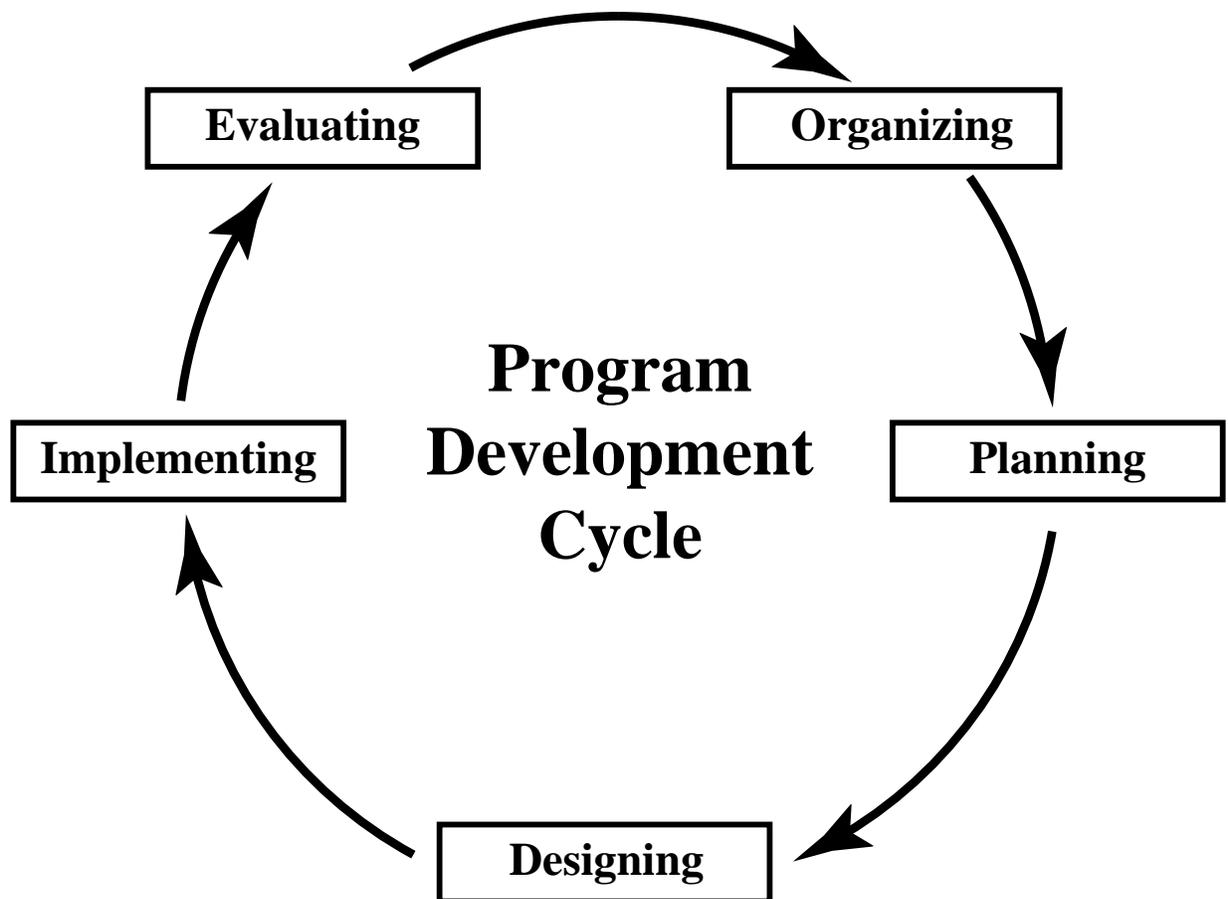
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6. When a student has revealed information that indicates involvement in an activity that is likely to bring **HARM** to himself/herself or to someone else, the counselor should: (a) try to persuade the student to discontinue the activity and (b) explain the counselor's responsibility to inform appropriate authorities about the situation without revealing the student's identity. If steps (a) and (b) do not deter the student, the counselor is ethically bound to (c) take reasonable personal action to inform responsible authorities and/or parents. **However, depending on the nature of the situation, the student's name may have to be revealed to the authorities and/or parents as soon as the counselor is aware of the situation.** The authorities (parents, school, legal, community) will be determined by the context of the situation and the counselor's judgement of which authorities will best serve the needs of the student. When action is taken in (c) the counselor needs to make a dated written record in the confidential file.
  7. If the counselor is subpoenaed to testify in a legal proceeding but does not wish to reveal information to protect the student's best interests, the counselor may: (a) become an agent of the student's attorney (that is, by revealing the student's case, the counselor may invoke the attorney-client privilege; the attorney must raise the privilege in court for the counselor to be protected by it) and (b) request that the information be received in the judge's chamber rather than in open court. Neither of these options guarantees the counselor's privilege not to reveal information. Again, ethical codes do not supersede the law.
  8. When parents or school personnel request information revealed in the counseling relationship by the student, the counselor would first consider the student's right to privacy. If, in the counselor's judgement, significant others have a need to know, and revealing information would be in the student's best interest, the counselor should respond by discussing, with these caring adults, what they can do or refrain from doing to help the student. In this way the student's communications are still confidential.

In summary, the counselor-student relationship is private and requires compliance with confidentiality standards. School counselors, however, work with minors and their legal responsibility is generally to the parents, whereas their ethical responsibility may be more to the student. Many times the legal and ethical requirements are not always in agreement, thus placing the counselor in a precarious position that must be balanced to ensure the rights of students and at the same time ensure the rights of the parents. Applying ethical standards to practical situations is difficult because the students are minors in most cases. Moreover, there exists an ethical-legal responsibility to the school district. In reviewing the literature relating to confidentiality, it is recommended that students should have control over the release of information that results from their choosing to engage the counseling process, and the student can bring suit against the counselor for revealing confidential information without his/her permission. Counselors must become familiar with local, state, and federal laws as well as following the professional guidelines for their code of ethics.

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## **SECTION IV**

# **Program Development Cycle**



A South Carolina Comprehensive Guidance & Counseling Program Model in a district or school should be designed to meet locally identified needs and goals and to make optimal use of available resources. Implementing a comprehensive guidance program means different things depending on situations at the local level. It might mean developing a new program, strengthening an existing program, or redirecting existing resources into a revamped program. A process for tailoring the program model to suit a local situation is outlined in this section. The process is presented as a Program Development Cycle that requires five separate steps: organizing, planning, designing, implementing, and evaluating. These steps are illustrated and highlighted.

Each of the suggested steps is important and should be taken; however, varying the order or taking some steps simultaneously may better suit a district's or school's needs. An outline of the steps is presented first followed by a brief description of each step.

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## Program Development Cycle

### 1. ORGANIZING

- a. Commit to action.
- b. Identify leadership for the program improvement efforts.

### 2. PLANNING

- a. Adopt the comprehensive developmental guidance and counseling program model and the program development process to be used.
- b. Understand the four components that comprise the delivery system.
- c. Assess the current program.
- d. Develop appropriate statements of mission and philosophy/rationale.
- e. Outline the program development process.

### 3. DESIGNING

- a. Establish the desired program design.
  - (1) Assess student, school, and community needs.
  - (2) Define the program specifically.
  - (3) Quantify the desired program balance.
- b. Publish the program standards.
- c. Plan the transition to the desired program.
  - (1) Compare/contrast the current program with the desired program both quantitatively and qualitatively.
  - (2) Establish goals for change.
- d. Develop and implement a master plan for change implementation.

### 4. IMPLEMENTING

- a. Make the program transition.
  - (1) Formally adopt a written comprehensive guidance and counseling program.
  - (2) Develop strategies for dealing with concerns as part of the transition process.
  - (3) In-service administrators, teachers, and constituents regarding the program and its benefits.
  - (4) Establish standards for guidance facilities that include appropriate space, privacy, equipment/technology, and necessary instructional and financial resources.
  - (5) Assure district-level counselor supervision is provided by personnel who have a professional background in school counseling.
  - (6) Identify and establish appropriate counselor/student ratios necessary for program implementation.
  - (7) Identify and reassign non-guidance duties currently performed by counselors that are barriers to program implementation.
- b. Design program needs and prioritize activities. With newly established priorities, activities will be developed and implemented in the improvement and expansion of the total guidance program. These new activities should be:
  - (1) carefully planned,
  - (2) based on the needs assessment information and the program goals, and
  - (3) have clearly stated comprehensive and developmental learning goals, student standards, and counselor strategies.

### 5. EVALUATING

- a. Program Evaluation.
- b. Counselor Evaluation.
- c. Assure counselor competency.



## 1. Organizing

### a. Commit to action

For change to occur, a commitment to action must be made by both administrative and counselor leaders. If district-wide changes are sought, the school board, the school district's top-level management, and the guidance staff must support the efforts and decisions that will promote changes.

### b. Identify leadership for the program improvement efforts

Those who will be most affected by the potential changes and those who have an investment in the guidance program should lead the program improvement process.

A steering committee must be formed to guide the guidance and counseling program development process. Suggested representation for the committee could include district-level personnel, local school administrators and counselors, business and community leaders, parents, and students.



## 2. Planning

- a. Adopt the comprehensive developmental guidance and counseling program model and the program development process to be used.

This step begins the process of specifying locally relevant content for the local guidance program. The South Carolina Comprehensive Developmental Guidance and Counseling Program model includes three content areas as the foundation for the program. These provide a baseline for specifying local guidance program content.

- Learning to Live (Personal/Social)
- Learning to Learn (Academic)
- Learning to Work (Career)

Student standards and competency indicators are presented. As guidance program development efforts get under way, a thorough understanding of the broad scope of the student standards, competencies, and counselor strategies for student achievement is needed.

- b. Understand the four components that comprise the delivery system.

- guidance curriculum
- individual planning
- responsive services
- system support

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c. Assess the current program.

- Conduct a thorough study of the current program.

Whether the program development effort is being conducted to create a new program or to strengthen or redirect an existing program, this step must be taken. Even in schools or districts without counselors, guidance is provided for students.

This step entails determining the actual design of, the established priorities in, and the resources available to the current guidance program. Begin with a study of the written guidance plan and of the actual implementation of the program. Data should be gathered in light of the comprehensive guidance program model to facilitate comparison with data describing the desired program design. That is, identify the allocation of resources to each of the four program components and the priorities established within each component. These data also facilitate the identification of resources currently allocated to the program, and are also useful as improvement decisions are made.

Examples of useful data to be gathered and analyzed:

<b>Useful Data</b>	<b>Data Collection Method</b>
Standards met	Activity review
Activities conducted	Activity review
Populations served (e.g., students, parents, teachers, other school staff)	Survey
Use of counselor's time and talent	Time/task study
Responsibilities of other personnel	Job descriptions
Budget	Budget study
Materials & Equipment	Inventory
Facilities	Inventory

d. Develop appropriate statements of mission and philosophy/rationale.

The program **mission statement** includes identification of the populations to be served through the program (students, parents, teachers, administrators), the basic content of the program (content areas and goals), and the organization of the program delivery system (guidance curriculum, responsive services, individual planning system, and system support).

The **philosophy/rationale** for the guidance and counseling program includes belief statements based on the student, school, and community needs. At the district level, the philosophy may be generalized, while at the school level it may be more specific.

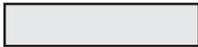
Listing basic assumptions which undergird the operation of the program may be beneficial. These might include recognition of the school counselors' professional training and competencies. A statement can be included that explains the importance of the guidance program to the total school curriculum.

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e. Outline the program development process

To design or redesign a comprehensive guidance and counseling program, the time frame should be anticipated in the five phases as follows:

1. Organizing
2. Planning
3. Designing
4. Implementing
5. Evaluating



### 3. Designing

- a. Establish the desired program design.
  - **Assess student, school, and community needs.**
  - **Define the program specifically.**

Qualitative and quantitative data should be considered in defining the program. The **quantitative** design states numerically the shape of the program and depicts the quantity of resources allocated.

The **qualitative** design describes the following:

*Component:*

- descriptive definition and statement of priorities.

*Content:*

- competencies; goals; objectives; and grade level priorities.

*Populations:*

- students/category (e.g., developmental, prevention, intervention), adults (e.g., teachers, parents, administrators, other specialists); and priorities for service established.

*Staff Roles:*

- staff/category and competencies; and priorities established for use of competencies.

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*Activities:*

- list of specific activities/components that represent the minimum level of service.

Preliminary activities are essential to establishing program priorities. A suggested format for determining priorities is presented.

- **Quantify the desired program balance.**

Philosophical priorities are implemented through the allocation of resources. Resources are finite and it seems that students', parents', teachers', and others' needs for the services are infinite. Thus, it is important to establish a concrete and measurable guide for the allocation of often scant guidance program resources.

b. Publish the program standards.

The document should include the rationale, assumptions, and definition of the program and the job descriptions for the various guidance program staff members. The more concrete it is, the more useful it is to all staff involved in the guidance program. The substeps in this step are self-explanatory:

- Write
- Print
- Get administrative/board approval
- Distribute to counselors, principals, others with an interest/investment in the guidance program

c. Plan the transition to the desired program.

- **Compare/contrast the current program with the desired program both quantitatively & qualitatively.**

Through the data collected regarding the current program, information is available about the program balance, about the use of counselors' time, students served, and the competencies addressed, etc. Through the designing process, comparative information does become available. The gaps between the two programs (the actual and the envisioned) need to be identified, compared, and contrasted.

- **Establish goals for change.**

d. Develop & implement a master plan for change implementation.

List tasks to implement change.

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Identify allocated or additional human, financial, and/or political resources needed to effect changes, for example, improvements in:

*Human Resources*

- Counselor-to-student ratios
- Clerical assistance
- Other professional personnel

*Financial Resources*

- Supplies, materials, and equipment budgets
- Facilities development
- Extended contracts; improved salaries
- Funding for special emphases

*Political Resources*

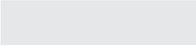
- Advisory committee
- Updated policies and procedures

Develop a realistic time line for accomplishing the tasks and meeting the resource needs.

This time frame may entail short- and long-term goals, e.g.,

- 1-Year Plan
- 3-Year Plan
- 5-Year Plan

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## 4. Implementing

a. Make the program transition.

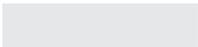
- **Formally adopt a written comprehensive guidance and counseling program.**
- **Develop strategies for dealing with concerns as part of the transition process.**
- **In-service administrators, teachers, and constituents regarding the program and its benefits.**
- **Establish standards for guidance facilities that include appropriate space, privacy, equipment/technology, and necessary instructional and financial resources.**
- **Assure district-level counselor supervision is provided by personnel who have a professional background in school counseling.**
- **Identify and establish appropriate counselor/student ratios necessary for program implementation.**
- **Identify and reassign non-guidance duties currently performed by counselors that are barriers to program implementation.**

b. Design program needs and prioritize activities.

With newly established priorities, activities will be developed and implemented in the improvement and expansion of the total guidance program. These new activities should be:

- **Carefully planned,**
- **based on the needs assessment information and the program goals, and**
- **have clearly stated comprehensive and developmental learning goals, student standards, and counselor strategies.**

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## 5. Evaluating

Evaluation is a process for determining the effectiveness of the guidance and counseling program. The purpose of evaluation is to provide data and a vehicle for drawing conclusions and making decisions, recommendations and plans to improve and revise the guidance and counseling program and the personnel implementing the program. The evaluation process should be systematic, comprehensive and ongoing.

### a. Program Evaluation

There are various methods and levels for evaluation of guidance programs to “be accountable.” It is important to develop guidelines that suggest monitoring attainment of program standards as an appropriate approach to accountability through evaluation. Evaluation has and will continue to occur throughout the Program Development Cycle (planning, designing, and implementing stages). The evaluation process must provide for on-going assessment of student needs, attainment of objectives, goals, and benchmarks for standards and allocation to the changing needs of students.

### b. Counselor Evaluation

The purpose of counselor evaluation is to ensure continuous growth and improvement of the guidance and counseling program and to ensure that the program serves all students. Counselor evaluation, just like the program evaluation, needs to be a process. The evaluation process should include principles of sound and appropriate evaluation, reflect current techniques in effective guidance and counseling skills, and reflect the district job description of school counselors. The counselor evaluation process should allow for flexibility and individuality in the implementation of the comprehensive guidance and counseling program to better meet the needs of individual students as well as producing a program to serve all students.

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Counselor evaluation should make appropriate use of the school counselor's job guidelines and ethical standards. It is important to provide professional development for school counselors because it provides opportunities for counselors to renew and upgrade their knowledge and skills.

Counselor evaluation should be based on the counselor's performance in implementing the comprehensive development guidance and counseling program and according to the job guidelines. Administrators must support and assist counselors in implementing a comprehensive development guidance and counseling program.

Development of a statement of the objectives of counselor evaluation is an important part of the total evaluation process. Following are some examples of possible objectives which should be included in the evaluation plan:

- **The evaluation instrument reflects the counselor's job description and/or counselor's competence.**
- **The counselor is evaluated in terms of program implementation.**
- **Commend areas of strength.**
- **Identify areas for improvement and develop a plan for improvement and support.**
- **The counselor being evaluated has a number of observations by and conferences with the evaluator.**
- **Provide a system for encouraging counselor self-improvement and professional development opportunities and support.**
- **Encourage counselor accountability in the implementation of the comprehensive guidance and counseling program.**
- **Encourage professional development opportunities for faculty, staff, and administrators in understanding the role of the counselor in implementing a comprehensive guidance and counseling program.**

c. Assure counselor competency.

- **Identify needs and resources for staff development**
- **Clarify the role of the counselor to assure implementation of the comprehensive developmental guidance and counseling program.**
- **Orient new counselors regarding program standards, guidelines, and implementation strategies.**
- **Evaluate staff using counseling related criteria and standards.**
- **Promote, provide, and support opportunities for professional growth.**



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## **SECTION V**

# **Guidance Curriculum Standards for Student Development**

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# A Model for Program/Curriculum Development

**Learning to Live  
(Personal/Social)**

**Learning to Learn  
(Academic)**

**Learning to Work  
(Career)**

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## **Guidance Curriculum Standards for Student Development**

The purpose of a comprehensive developmental guidance and counseling program in a school setting is to promote and enhance the learning process. To that end, a comprehensive developmental guidance and counseling program facilitates student development in three broad areas:

### **LEARNING TO LIVE**                    *(Personal/Social Development)*

The development of personal/social standards is an integral part of an individual's pursuit of success in life. To understand and respect self, relate positively to others, make informed and safe decisions, cope effectively with change, and become responsible citizens are essential to this process.

The content standards for personal/social development provide the foundation for personal growth. They enhance the personal, social, educational, and career development of the individual. Students acquire skills to foster relationships with self, others, the family, and the community.

### **LEARNING TO LEARN**                *(Academic Development)*

The development of academic and educational standards is an integral part of an individual's pursuit of life long learning. Being able to achieve educational success, identify and work toward goals, manage information, organize time, and locate resources are essential to this process.

The content standards for academic development guide the student to get the most out of each learning situation. The student experiences success and maximizes educational potential through effort and commitment to producing high quality work. Academic development includes desired learning goals that require the student to have a command of decision-making, problem-solving, goal-setting, critical thinking, logical reasoning, and interpersonal communication skills.

### **LEARNING TO WORK**                *(Career Development)*

The development of career standards is an integral part of an individual's pursuit of success in the world of work. Being able to develop the knowledge and skills to make realistic career plans, make a successful transition from school to work, achieve interdependence, and compete in a global economy are essential to this process.

The content standards for career development provide the foundation for the development of skills that assist students in making a successful transition from school to the world of work, and from job-to-job, across the life career span.

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## Student Standards Organized by Student Development Areas

Standards in the Learning to Live (Personal/Social Development) area provide the foundation for personal growth and enhance the academic and career development of the student in PreKindergarten through grade 12.

**LEARNING TO LIVE  
(Personal/Social Development)**

Students will understand and appreciate self.

Students will understand and respect others.

Students will understand and appreciate home and family.

Students will develop a sense of community.

Students will make decisions, set goals, and take actions.

Students will develop safety and survival skills.

The Learning to Learn (Academic Development) area includes standards that require students in Pre-Kindergarten through grade 12 to have a command of decision-making, problem-solving, goal-setting, critical thinking, logical reasoning, and interpersonal communication skills.

Standards in this area guide the student to maximize each learning situation. The student experiences success and enhances educational potential through effort and commitment to producing high-quality work.

**LEARNING TO LEARN  
(Academic Development)**

Students will develop personal qualities that contribute to being an effective learner.

Students will employ strategies to achieve school success.

Students will understand the interrelationship of life in the school, home, community, and society.

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Business and industry recognize the need for students to make successful transitions from school to work. Whether students choose to continue their education after high school or enter the work force, essential employment skills are necessary. The Learning to Work (Career Development) area includes standards that target a positive attitude toward work. This area emphasizes the development of skills which will enable students in PreKindergarten through grade 12 to make a successful transition from school to the world of work, and from job to job, across the life career span.

The *National Career Development Guidelines*, developed by the National Occupational Information Coordinating Committee (NOICC), represent a national effort to develop guidelines for career development at all levels. The NOICC guidelines are a competency-based approach to planning quality career guidance and counseling programs. These guidelines are compatible with the *National Standards for School Counseling Programs* developed by the American School Counselor Association.

**LEARNING TO WORK  
(Career Development)**

Students will understand the relationships among personal qualities, education and training, and the world of work.

Students will demonstrate decision-making, goal-setting, problem-solving and communication skills.

Students will explore careers and the connection of school to work.

Students will demonstrate a positive attitude toward work and the ability to work together.

Students will understand how community awareness relates to work.

The National Standards for School Counseling Programs, developed by the American School Counseling Association, have been incorporated with South Carolina's Comprehensive Developmental Guidance and Counseling Program, Student Standards Organized by Student Development Areas.

## Standards and Competency Indicators

### PREKINDERGARTEN - GRADE TWO

#### LEARNING TO LIVE

**STANDARDS:**

Students will understand and appreciate self

Students will understand and respect others

Students will understand and appreciate home and family

Students will develop a sense of community

Students will make decisions, set goals and take actions

**COMPETENCY INDICATORS:**

- Identify and describe feelings and actions.
- Explain the importance of a positive self-image.
- Exhibit self-control and individual responsibility.

- Describe the similarities and differences among others.
- Describe the process of making and keeping a friend.
- Explain and exhibit appropriate types of communication.
- Identify and model skills for conflict resolution.

- Identify and recognize family roles and responsibilities.
- Identify appropriate skills for positive family relationships.

- Identify the need and explain the importance of rules.
- Identify rules for group participation.
- Demonstrate the importance of working together.
- Practice effective listening skills.
- Develop an awareness of cultural differences.

- Describe how choices are made.
- Make simple choices.
- Explain the importance of making decisions.
- Explain consequences of decisions.
- Explain the importance of setting goals.

## Standards and Competency Indicators

### PREKINDERGARTEN - GRADE TWO

#### LEARNING TO LIVE (Cont'd.)

**STANDARDS:**

Students will develop safety and survival skills

**COMPETENCY INDICATORS:**

- Identify appropriate and inappropriate touching.
- Describe personal and physical characteristics.
- Explain the importance of physical safety.
- Describe personal safety habits.
- Identify resource people in the school and community.
- Explain how to seek the help of resource people in the school and community.
- Identify unsafe substances.

#### LEARNING TO LEARN

**STANDARDS:**

Students will develop personal qualities that contribute to being an effective learner

**COMPETENCY INDICATORS:**

- Describe why school is important.
- Describe how they learn something.
- Describe things they can do without help.
- Describe the tools they need to do their work at school.

Students will employ strategies to achieve school success

- Describe something they would like to work toward.
- Define cooperation.
- Describe how they plan to do a school assignment.

Students will understand the interrelationship of life in the school, home, community, and society

- Describe people they enjoy being with at school, at home, and in their neighborhood.
- Describe why school and work are important.
- Describe their play relationships.

## Standards and Competency Indicators

### PREKINDERGARTEN - GRADE TWO

#### LEARNING TO WORK

**STANDARDS:**

Students will understand the relationships among personal qualities, education and training, and the world of work

Students will demonstrate decision-making, goal-setting, problem-solving, and communication skills

Students will explore careers and the connection of school to work

Students will demonstrate a positive attitude toward work and the ability to work together

Students will understand how community awareness relates to Work

**COMPETENCY INDICATORS:**

- Identify different kinds of work.
- Recognize that men and women can have the same work.
- Recognize and identify workers in various work settings.
- Identify work and skills of family members.
  
- Recognize the importance of making decisions.
- Recognize the importance of setting goals.
- Describe how choices are made.
- Make simple choices.
- Understand consequences of decisions.
  
- Identify careers in the community.
- Distinguish which work activities in the school environment are done by specific people.
- Describe what they like to do and why.
  
- Define what work/job/career means.
- Define the importance of adults and children working.
- Describe the process of being a good worker.
  
- Describe responsibilities one has at home and school.
- Describe the workers in their community.

# Standards and Competency Indicators

## GRADE THREE - GRADE FIVE

### LEARNING TO LIVE

**STANDARDS:**

Students will understand and appreciate self

Students will understand and respect others

Students will understand and appreciate home and family

Students will develop a sense of community

Students will make decisions, set goals, and take actions

**COMPETENCY INDICATORS:**

- Describe personal feelings.
- Describe positive characteristics about self.
- Practice self control and individual responsibility.
- Recognize and explain personal boundaries, rights, and needs.
- Explain and respect similarities and differences among others.
- Relate the process of making and keeping a friend.
- Model effective communication skills.
- Apply conflict resolution skills.
- Describe the responsibility of family members.
- Explain necessary skills for family harmony.
- Tell about school and community roles.
- Demonstrate cooperative behavior in groups.
- Describe and demonstrate ways to listen and express feelings that enhance effective communication.
- Recognize and understand various cultural groups in a community.
- Know how to use decision-making, problem-solving, and goal-setting processes.
- Identify possible solutions to a problem.

## Standards and Competency Indicators

### GRADE THREE - GRADE FIVE

#### LEARNING TO LIVE (Cont'd.)

**STANDARDS:**

Students will make decisions, set goals, and take actions (cont'd.)

Students will develop safety and survival skills

**COMPETENCY INDICATORS:**

- Explain effective coping skills for dealing with problems.
- Identify and outline consequences of decisions and choices.
- Identify and explain appropriate and inappropriate touching.
- Identify and understand the role of resource people in the school and community.
- Understand how to seek the help of resource people in school and the community.
- Practice personal safety habits.
- Explain the effects of unsafe substances.

#### LEARNING TO LEARN

**STANDARDS**

Students will develop personal qualities that contribute to being an effective learner

Students will employ strategies to achieve school success

**COMPETENCY INDICATORS:**

- Describe why listening is important in learning.
- Describe their responsibilities as students.
- Describe types of situations that make learning easy and/or difficult.
- Recognize that people learn in different ways.
- Describe and set short- and long-term goals.
- Identify and practice ways they talk with friends and acquaintances.
- Develop and apply listening, speaking, and writing skills necessary for academic success.

## Standards and Competency Indicators

### GRADE THREE - GRADE FIVE

#### LEARNING TO LEARN (Cont'd.)

**STANDARDS:**

Students will understand the interrelationship of life in the school, home, community, and society

**COMPETENCY INDICATORS:**

- Describe the benefits of learning both in and out of school.
- Relate skills and hobbies to career choices.
- Explain ways others listen and express thoughts and feelings about school and home.

#### LEARNING TO WORK

**STANDARDS:**

Students will understand the relationships among personal qualities, education and training, and the world of work

Students will demonstrate decision-making, goal-setting, problem-solving, and communication skills

Students will explore careers and the connection of school to work

**COMPETENCY INDICATORS:**

- Explore career interests and related occupations.
- Explore nontraditional career choices.
- Explore personal skills and talents.
- Know how to use decision-making, problem-solving, and goal-setting processes.
- Identify possible solutions to a problem.
- Develop effective coping skills for dealing with problems.
- Identify and recognize consequences of decisions.
- Identify career clusters.
- Identify and describe skills learned in school that are applied at home and in the community.
- Identify resources for career planning.
- Identify how personal activities and interests influence career choices.
- Explain why people choose certain careers and leisure activities.

## Standards and Competency Indicators

### GRADE THREE - GRADE FIVE

#### LEARNING TO WORK (Cont'd.)

**STANDARDS:**

Students will explore careers and the connection of school to work (cont'd.)

Students will demonstrate a positive attitude toward work and the ability to work together

Students will understand how community awareness relates to work

**COMPETENCY INDICATORS:**

- Recognize that flexibility in career choices is necessary in the career planning process.
- Recognize the personal qualities of responsibility, dependability, punctuality, and integrity in the work place.
- Demonstrate cooperative work habits in a group.
- Demonstrate being a positive team member.
- Describe how parents, relatives, adult friends, and neighbors can provide career information.
- Describe products and services of businesses/industries in the local community.

## Standards and Competency Indicators

### GRADE SIX - GRADE EIGHT

#### LEARNING TO LIVE

**STANDARDS:**

Students will understand and appreciate self

**COMPETENCY INDICATORS:**

- Demonstrate positive personal characteristics.
- Recognize and explain the relationship of physical, emotional, and intellectual changes and the effects on self-concept and control.
- Utilize the knowledge and skills to maintain personal health and hygiene.
- Distinguish between appropriate and inappropriate influences and behaviors.

Students will understand and respect others

- Relate an awareness, understanding, and respect for others.
- Recognize that all people have rights and responsibilities.
- Define and explain the influence of attitudes and behaviors on interpersonal and peer relationships.
- Increase use of effective communication skills with peers and adults.
- Identify the roadblocks to communication and model ways to overcome them.
- Recognize and respect individual differences.
- Explain and interpret interaction and cooperation between peers and adults.

Students will understand and appreciate home and family

- Study and analyze the concepts of family relationships and roles.
- Practice effective ways to get along with family and participate in family harmony.

## Standards and Competency Indicators

### GRADE SIX - GRADE EIGHT

#### LEARNING TO LIVE (Cont'd.)

**STANDARDS:**

Students will understand and appreciate home and family (cont'd.)

Students will develop a sense of community

Students will make decisions, set goals, and take actions

Students will develop safety and survival skills

**COMPETENCY INDICATORS:**

- Identify ways in which home and school life influence attitude, behavior, emotions, and interests.

- Identify resource people in the school and the community and know how to seek help.
- Demonstrate an understanding of different cultures, attitudes, and abilities.
- Seek opportunities to participate in community service.

- Use decision-making skills.
- Apply effective problem-solving and decision-making skills to make appropriate and responsible choices.
- Demonstrate responsible behavior.

- Model behavior demonstrating knowledge of the effects of unsafe substance abuse.
- Identify the effects of stress and explain ways of managing it.
- Develop and implement effective coping skills.
- Practice personal safety habits.
- Summarize the difference between appropriate and inappropriate touching.

## Standards and Competency Indicators

### GRADE SIX - GRADE EIGHT

#### LEARNING TO LEARN

**STANDARDS:**

Students will acquire knowledge, skills, and attitudes which contribute to effective learning in school and across the life span

Students will employ strategies to achieve school success

Students will understand the relationship of academics to the world of work and to life at home and in the community

**COMPETENCY INDICATORS:**

- Demonstrate increased responsibility for learning independently.
- Demonstrate decision-making and goal-setting skills.
- Recognize how studying influences learning and how attitudes influence what they achieve.
- Explain and develop personal capabilities and cooperation in learning with others.
- Relate how character traits have an effect on career and educational choices.
  
- Describe study skills and how they prepare for tests.
- Locate and analyze how to find and/or request academic assistance or information.
- Describe ways to study for different types of learning situations.
- Locate and use available academic resources (computers, books, television, teachers).
- Increase knowledge of personal interests and aptitude.
- Identify and use available resources to explore post-secondary education possibilities.
- Develop a tentative education plan and career plan to be reviewed each year.
  
- Explain the value of cooperation and teamwork and display the ability to work in teams as well as independently.
- Explain and demonstrate the role of a good citizen in middle school.

## Standards and Competency Indicators

### GRADE SIX - GRADE EIGHT

#### LEARNING TO LEARN (Cont'd.)

**STANDARDS:**

Students will understand the relationship of academics to the world of work and to life at home and in the community (cont'd.)

**COMPETENCY INDICATORS:**

- Identify and participate in activities that demonstrate good citizenship.
- Describe and relate the relationship between work and learning, and the importance of lifelong learning.
- Analyze and explain how educational performance relates to achievement of goals.
- Seek and participate in co-curricular and community opportunities to enhance the school learning experience.

#### LEARNING TO WORK

**STANDARDS:**

Students will understand the relationships among personal qualities, education and training, and the world of work

Students will demonstrate decision-making, goal-setting, problem-solving, and communication skills

**COMPETENCY INDICATORS:**

- Identify personal interests and abilities.
- Describe how responsibility and punctuality in school relate to the world of work.
- Identify aptitudes, interests, and strengths through career assessments and/or checklists.
- Explain the relationship between personal qualities, school success, life-style, and career choices.
- Identify a variety of traditional and nontraditional occupations.
- Identify strategies for managing personal resources (e.g., talents, time, money) to achieve career goals.
- Demonstrate decision-making skills used to develop career/education paths.
- Practice effective listening and communication skills.

## Standards and Competency Indicators

### GRADE SIX - GRADE EIGHT

#### LEARNING TO WORK (Cont'd.)

**STANDARDS:**

Students will demonstrate decision-making, goal-setting, problem-solving, and communication skills (cont'd.)

Students will explore careers and the connection of school-to-work

Students will demonstrate a positive attitude toward work and the ability to work together

Students will understand how community awareness relates to work

**COMPETENCY INDICATORS:**

- Identify secondary and post-secondary opportunities in local community.
- Define the education and training opportunities needed to achieve career goals.
- Explain knowledge of career clusters and career resources.
- Explain awareness of career choices through job shadowing or mentoring.
- Explore career choices and career clusters to develop realistic career goals.
- Demonstrate decision-making skills to select a career/education path and complete a plan for high school and beyond.
- Identify the need for balance among school, work, and leisure time.
- Define the importance of responsibility, dependability, punctuality, and integrity in the workplace.
- Translate the importance of interpersonal relationships and demonstrate positive interaction with others.
- Respect the uniqueness of individuals in the workplace.
- Identify sources of employment in the community.
- Relate how economic development influences employment.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO LIVE

**STANDARDS:**

Students will understand and appreciate self

**COMPETENCY INDICATORS:**

- Demonstrate a positive attitude toward self.
- Apply appropriate ways to handle experiences and daily problems of life.
- Distinguish between appropriate and inappropriate behaviors.
- Relate the need for self-control and how to practice it.
- Describe personal attitudes and beliefs.
- Identify and appreciate the physical, emotional, and intellectual factors that influence self-concept.
- Become aware of change as a part of growth.
- Analyze and interpret interests, abilities, aptitudes, and limitations as components of personal uniqueness.

Students will understand and respect others

- Identify, recognize, accept, respect, and appreciate individual differences.
- Explain interaction and cooperation between peers and adults.
- Use and interpret effective communication skills.
- Demonstrate how to apply conflict resolution skills.
- Identify and explain the positive or negative aspects of peer pressure.
- Demonstrate cooperative behavior in groups.
- Respect and accept alternative points of view as components of personal uniqueness.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO LIVE (Cont'd.)

**STANDARDS:**

Students will understand and appreciate home and family

Students will develop a sense of community

Students will make decisions, set goals, and take action

Students will understand safety and survival

**COMPETENCY INDICATORS:**

- Recognize and explain differences and similarities in family units.
- Identify rights and responsibilities that parents and children have as family members.
- Analyze and evaluate the role of the family in personal development.
- Demonstrate ways to recognize and respect differences in communities.
- Recognize that all people have responsibilities.
- Broaden opportunities and resources to participate in community service.
- Demonstrate and analyze decision-making, problem-solving, and goal-setting processes.
- Understand consequences of decisions and choices.
- Demonstrate possible solutions to problem-solving, choices and goals.
- Practice effective coping skills for dealing with problems.
- Know when, where, and how to seek help for solving problems and making decisions.
- Apply effective problem-solving and decision-making skills to make safe and healthy choices.
- Assert boundaries when rights and personal privacy are threatened.
- Identify resources in the school and community, and know how to seek their help.
- Apply knowledge about the emotional and physical dangers of substance abuse.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO LIVE (Cont'd.)

**STANDARDS:**

Students will understand safety and survival (cont'd.)

**COMPETENCY INDICATORS:**

- Demonstrate assertive skills used in pressure situations.
- Explain the causes of stress and demonstrate ways of managing it.
- Demonstrate ways for using coping skills in managing life events.
- Practice knowledge of and skills for developing and maintaining good emotional, physical, and mental health as part of responsible citizenship.

#### LEARNING TO LEARN

**STANDARDS:**

Students will acquire knowledge, skills, and attitudes that contribute to effective learning in school and across the life span

**COMPETENCY INDICATORS:**

- Demonstrate how to be responsible for actions.
- Examine how prejudices are formed and examine their consequences.
- Demonstrate personal capabilities, attitudes, and behaviors which facilitate learning.
- Display cooperation in learning and in responding to adult leadership.
- Evaluate how effective study efforts can contribute to effective habits in the future.
- Display positive interest in learning and work.
- Explain and analyze how successes and mistakes are a natural part of the learning process.
- Demonstrate high work standards through producing quality school work.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO LEARN (Cont'd.)

**STANDARDS:**

Students will acquire knowledge, skills, and attitudes, which contribute to effective learning in school and across the life span (cont'd.)

Students will employ strategies to achieve school success

**COMPETENCY INDICATORS:**

- Update and revise both educational and career plans for choosing post-secondary opportunities that support careers and match interests, opportunities, and abilities.
- Establish and practice realistic academic goals.
- Analyze ways to demonstrate the relationship between classroom performance and school success.
- Learn and apply higher-level thinking skills in learning processes.
- Identify and evaluate assessment tools and how to use them for educational and career goal setting.
- Analyze how current educational performance will enhance or hinder their achievement of desired goals.
- Identify resources available.
- Learn and apply effective study and work skills.
- Upgrade study skills and apply them to new learning situations.
- Develop and demonstrate time management skills, and maintain a balance between academic responsibilities, extracurricular activities, and family life.
- Evaluate how good study skills can contribute to effective work habits in the future.
- Update and refine the program of study annually.
- Practice problem-solving and decision-making skills to assess progress toward educational goals.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO LEARN (Cont'd.)

**STANDARDS:**

Students will employ strategies to achieve school success (cont'd.)

Students will understand the relationship of academics to the world of work and to life at home and in the community

**COMPETENCY INDICATORS:**

- Analyze and evaluate post-secondary options that support interests, achievement, aptitude, and abilities.
- Apply knowledge of aptitudes and interests to goal setting.
- Practice academic and study skills at home and in the community.
- Recognize and demonstrate the relationship between learning and work.
- Identify and participate in community experiences that enhance academic learning.
- Describe how school success prepares one to make the transition from student to community member.
- Describe how school success enhances future career and vocational opportunities.
- Identify and evaluate their ability to generate alternatives, gather information on choices they have made and how those affect their future decisions and goals.

#### LEARNING TO WORK

**STANDARDS:**

Students will understand the relationships among personal qualities, education and training, and the world of work

**COMPETENCY INDICATORS:**

- Demonstrate a positive attitude towards self.
- Demonstrate a positive attitude toward learning and work.
- Demonstrate an awareness of personal abilities, skills, interests, and motivations.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO WORK (Cont'd.)

**STANDARDS:**

Students will understand the relationships among personal qualities, education and training, and the world of work (cont'd.)

Students will demonstrate decision-making, goal-setting, problem-solving and communication skills

**COMPETENCY INDICATORS:**

- Identify the relationship between educational achievement and career planning.
- Describe how personal qualities relate to achieving personal, social, education and career goals.
- Be aware that work can help to achieve personal success.
- Identify how personal preferences and interests influence career choices and success.
- Demonstrate a positive attitude toward learning and work.
- Demonstrate the importance of dependability, integrity, punctuality, and interpersonal skills in the work environment.
- Be aware of the continuous change of nontraditional roles and how this relates to career choices.
- Demonstrate the ability to apply personal skills, interests, abilities, and aptitudes to future career decisions.
- Apply the decision-making process to real-life situations.
- Demonstrate positive, assertive communications skills.
- Identify ways that the changing workplace requires lifelong learning and upgrading of skills.
- Apply decision-making skills to career planning and career transitions.
- Apply job readiness skills to seek employment opportunities.
- Demonstrate the importance of planning and goal-setting.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO WORK (Cont'd.)

**STANDARDS:**

Students will demonstrate decision-making, goal-setting, problem-solving and communication skills (cont'd.)

Students will explore careers and the connection of school to work

Students will demonstrate a positive attitude toward work and the ability to work together

**COMPETENCY INDICATORS:**

- Develop an educational plan to support career goal.
- Demonstrate marketable skills for employment.
- Demonstrate decision-making skills to career planning.
- Demonstrate awareness of the career planning process.
- Identify the transition and transfer of skills from school to work.
- Utilize time management skills to balance school, work, and leisure activities.
- Become aware of the education, skills, and training needed to achieve career goals.
- Develop skills to locate, evaluate, and interpret career information.
- Become aware of different occupations and nontraditional roles.
- Identify ways in which individual abilities, interests, work values, and personality traits influence career options.
- Identify ways in which occupations can be organized into career clusters.
- Become aware of resources for obtaining information about career clusters.
- Participate in a work-based exploration experience.
- Demonstrate effective listening and communicating skills.
- Interact positively with peers and adults.

## Standards and Competency Indicators

### GRADE NINE - GRADE TWELVE

#### LEARNING TO WORK (Cont'd.)

**STANDARDS:**

Students will demonstrate a positive attitude toward work and the ability to work together (cont'd.)

Students will understand the relationship between community and work

**COMPETENCY INDICATORS:**

- Demonstrate the interpersonal skills required for working with/for others.
- Respect and understand individual uniqueness.
- Learn responsible behavior skills.
- Demonstrate the importance of managing feelings.
- Demonstrate the importance of working cooperatively with others at home, in school, and in the work environment.
- Identify the rights and responsibilities of employers and employees.
- Demonstrate how to use conflict management skills with peers and adults.
- Acquire employability (SCANS) skills necessary to obtain and maintain jobs.
- Identify how economic and societal needs influence the nature and structure of work.
- Identify ways in which the needs of the community influence the supply and demand of goods and services and how they affect employment.
- Identify how occupational and industrial trends relate to training and employment.
- Become aware of the products and services utilized by local employers.
- Understand how community awareness relates to work.



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## **SECTION VI**

# **Guidelines for Evaluating a Comprehensive Developmental Guidance and Counseling Program**

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# Guidelines for Evaluating a Comprehensive Developmental Guidance and Counseling Program

## Rationale and Purpose

Evaluation is a critical component of a comprehensive developmental guidance and counseling program and ensures accountability. The purpose of evaluation is to determine the value of the program, its activities, and staff in order to make decisions or take actions regarding the future. The evaluation will measure the delivery of services (the process evaluation) and outcomes (product evaluation). This ongoing process provides information to ensure continuous improvement of the guidance program and gives direction to necessary changes.

Evaluation is a process that includes eight steps:

- stating the evaluation questions,
- determining the audiences/uses for the evaluation,
- gathering data to answer the questions,
- applying the predetermined standards,
- drawing conclusions,
- considering the context,
- making recommendations, and
- acting on the recommendations.

Counselors and the counseling program play a vital role in assisting teachers and other staff in the integration of school guidance objectives with other instructional goals and objectives. Therefore, the evaluation should be a collaborative effort among all those involved in the program. Evaluation activities enable counselors and others to

- determine the impact of the guidance program on students, faculty, parents, and school climate;
- identify accomplished goals;
- identify effective components of the program;
- eliminate or improve less effective components of the program;
- adapt and refine the guidance program and implementation process;
- identify consequences of the program (both positive and negative);
- identify other areas that need to be addressed;
- establish goals for the counselors' professional development;
- determine staffing needs and workload adjustments;
- determine additional resources required to adequately carry forward the program;
- provide accountability information to educators and the community.

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## Basis of the Evaluation

The program definition and design provides clear standards for evaluation of both the program and the staff. The program definition identifies the students, persons, and groups served by the program; identifies the competencies acquired as a result of participation in the program; and describes the organization of the program delivery system. The definition also dictates the appropriate roles for the school counselor, as well as the job description particulars for carrying out each counselor's specific responsibilities. The design outlines the program's structure and priorities including the identification of students' primary outcomes to be achieved, and the establishment of weightings for resource allocation.

## Questions to Be Answered Through Evaluation

In this section, four categories of evaluation questions are suggested as a minimum number for evaluating the effectiveness of the comprehensive guidance program.

1. Have effective program improvements been made?
2. Does the program meet and/or exceed the program standards?
3. Have students become competent in the high-priority content areas?
4. Are counselors performing their roles?

At the local level, additional questions may be generated.

Considerations for answering the four categories of questions in evaluating the comprehensive guidance program and the school counselor staff are provided below.

### ***1. Have effective program improvements been made?***

Program improvement identifies the objectives and strategies to be accomplished through implementation of a list of tasks within an expressed timeline. It provides a basis for determining whether the objectives and the timelines were met. Further, it supports judgments as to the effectiveness of the improvements in attaining goals and provides the basis for the next set of program improvements.

As a result of designing program improvements, new expectations for counselor performance emerge. These expectations form the basis for the setting of professional growth goals by school counselors. Similar to program improvement plans, professional growth plans establish the objectives for developing specific skills or knowledge, identify the strategies for attaining the objectives, and specify the time lines.

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## 2. *Does the program meet and/or exceed the program standards?*

A fully implemented and supported guidance program will have a measurable impact on students, parents, faculty, and the school climate. Data collection and analysis will describe the level of implementation of the program, the effectiveness of the guidance program, and the level of goal attainment.

The program standards can be categorized into two types: (a) qualitative design standards and (b) quantitative design standards. Examples of qualitative design standards for each component of the guidance program are:

- *Guidance Curriculum:* The specific curriculum standards to be emphasized, the specific competencies to be developed, and the age-appropriate outcomes to be reached by students.
- *Responsive Services:* The systematic and timely response to requests from students.
- *Individual Planning:* The listing of activities that facilitate individual planning at all grade levels.
- *System Support:* The listing of activities and programs that best meet the school community's needs and use the counselors' professional skills.

Examples of quantitative design standards are the same for each component of the guidance program. The standards are expressed in terms of (a) the numbers of students/staff/parents served by each program component, (b) the percentage of counselor time allocated to each component, and (c) the amount of time counselors use each of their professional competencies.

A data-gathering process is indicated in order to ascertain whether the program standards have been met. Assessment by pre-activity versus post-activity comparisons, short answer questionnaires, essays, improved attendance, scores and grades, and improved student behaviors provides quantitative data. Attitude surveys, verbal feedback, parent and teacher observations, case studies, and checklists provide qualitative data about the impact of the program.

Data to demonstrate implementation of the **guidance curriculum** activities might include information about the guidance curriculum schedule, the number of students and classes that received services, and the demonstrated standards achieved by the students.

**Responsive services** performed by the counselor may include a tally of students seen individually and in groups, the kinds of concerns they had, and the number of referrals to other agencies and alternative programs. The number of parent consultations and the kinds of concerns also should be collected. Information regarding client satisfaction and time lapse between request and follow-through is useful in determining the optimum student/counselor ratio.

**Individual planning** can be demonstrated by listing the types of information and activities provided for each grade level, and the student plans and/or schedules that result from those activities.

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**System support** can be demonstrated by a listing of involvement in school-wide or district-wide activities; the number of clients served; the kinds of consultation provided and level of satisfaction; and the individual professional development plan developed by the counselor.

**3. *Have students become competent in the high priority content areas?***

Evaluating student competency development in a guidance program is critical to keeping the program efforts on target and efficient while making the best use of the resources available. Effective evaluation should include needs assessment and development of standards and competencies by grade level, and objectives for specific activities.

## **Methods of Data Generation**

The measurement of students' learning in a guidance program can be done both quantitatively and/or qualitatively. Data can be gathered both formally and informally. The measurement technique must be appropriate to the objective being measured.

<b>Learning Domain</b>	<b>The Measurement Technique</b>
Cognitive	Tests: objective, true-false, multiple choice, matching, short answers, essays, academic grades
Affective	Structured reaction questionnaires, open-ended questions, ratings, checklists, rankings, multiple choice, inventories, art work, attitude surveys

Other methods that can be used to gather multifaceted data about student growth include case studies, pretest-post-test comparisons, participant-nonparticipant (control group) comparisons, goal-attainment scaling, and follow-up studies.

**4. *Are counselors performing their roles?***

The quality of the guidance program is inextricably linked with the performance of the school counselor. Therefore, counselor performance evaluation is critical to the improvement and maintenance of the comprehensive guidance program. The comprehensive guidance program framework also includes standards for the counselor's job performance, expressed in the roles of the professional school counselor and in each counselor's specific job description in the local program.

Using the counselor's job description as a guide, a relevant performance evaluation system and instrument should be used. School counselors should be appropriately supervised. Whenever possible, evaluations of school counselors' performance should be the responsibility of certified counselors or someone specifically trained in school counselor supervision and evaluation.

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The goal of performance evaluation is for each staff member to reach optimum competence in using their professional skills. Delineating these skills and using them as indicators of quality performance are critical to meaningful counselor evaluation. Based on the standards and on observable and measurable behaviors, counselors' performance is rated from: *Needs Improvement, Satisfactory, or Exceptionally Well Done.*

As with the other kinds of evaluation, the purpose of a counselor performance evaluation system and the evaluation instrument is to provide the data and the vehicle for drawing conclusions and making decisions/recommendations/plans. A primary use of a counselor performance evaluation is to identify competencies that are strong and those that need strengthening for each counselor, with the latter becoming targets for professional growth plans.

A counselor performance evaluation is based on roles and related competencies needed to implement a comprehensive guidance program. The evaluation instrument used should be tailored to fit the local guidance program and designated roles and responsibilities of the counselors.

Outline for counselor performance evaluation:

- State the evaluation question.
- Determine the audience and uses for the evaluation.
- Gather data to answer the questions.
- Apply predetermined standards.
- Draw conclusions.
- Consider the context.
- Make recommendations.
- Act on recommendations to address performance improvement.

### **Audience/Uses for the Evaluation**

Once questions to be answered by the evaluation have been developed, the next step in the evaluation process is to determine who will receive the evaluation results and who will use the evaluation results.

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The evaluation results should be reported to:

- those who have been recipients of the program such as students, parents, and teachers;
- those who have implemented the program such as counselors and guidance program managers;
- those who have administered or set policy such as administrators, superintendents, school board members;
- those who have supported the program, either financially or personally such as taxpayers, volunteers, and community groups.

Evaluation results should be used to make further program improvements. Counselors and administrators will use the results to make modifications to the program and to compare the implemented program with the program standards. Administrators and policymakers will utilize the evaluation to make decisions about the content, quality, and effectiveness of the services and to allocate financial and staffing resources for the program. They also will utilize the information to describe the program to the community or to seek the community's support for program improvements.

## **Conclusion**

In summary, evaluation is a process of program renewal that begins with the development of questions to be answered by the evaluation and ends with making and acting on the recommendations generated by the findings. An evaluation

- is based on explicitly stated standards;
- uses data to answer the evaluation questions;
- draws conclusions after analyzing the data and the context in which the data was gathered;
- answers questions about the effectiveness of the whole guidance program and of the four individual components of the program;
- provides the basis for making decisions about future program improvements and directions.

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## Accountability Instruments Counselors Can Use

Accountability instruments must be chosen carefully with consideration for the type of accountability data that will be produced. School counselors have a variety of choices:

- **Surveys** are data collection tools to solicit answers to questions from participants. A survey can ask questions or take measurements. Surveys may be done with parents, teachers, school staff, and community members. They may be school-oriented or for the use of the professional association. Surveys are classified by the method of gathering information: personal interview, telephone interview, mail questionnaire, panel or a combination of methods.
- **Qualitative Questionnaires** are used to measure a participant's opinion after an activity or intervention, such as a series of group counseling sessions. Qualitative research seems to obtain information about the quality of a program or service. Questionnaires vary in length and format and may include open-ended questions.
- **Case Studies** constitute a brief description of a particular counseling case, interventions used and results obtained. It is important to maintain the confidentiality of student names and particular details which might identify the student. Case studies assist school counselors to improve their counseling techniques and to serve as examples of school counselors' effectiveness.
- **Behavioral Observations** are planned in advance and usually refer to behaviors that can be observed and are most likely counted. **Informal** observations may consist of a running account of what a particular student is doing in class. **Formal** behavioral observations may be made by using a checklist and looking for particular behaviors that will qualify a student for a special program.
- **Needs Assessments** are conducted to determine specific needs, in terms of school counseling programs and services.
- **Self-Audit** is a specialized needs assessment where an audit is used as a self-appraisal instrument to determine strengths and weaknesses. The American School Counselor Association has prepared three self-audits (available at ASCA headquarters) for elementary, middle, and secondary school levels.
- **Experimental (Quantitative)** research designs include many variations of pre-test and post-test assessments where a cause or independent variable is present in the study. This type of research is used effectively to measure change as a result of counseling in areas such as classroom behavioral interventions, small group interventions and individual counseling interventions.
- **Biographical or Portfolio Data** may be collected during an interview, from a written form or from student work samples. School counselors use this type of data to write college and scholarship recommendations.

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## Accountability Data

School counselors gather data from many sources to use in evaluating the effectiveness of counseling programs. Accountability data is often used by school counselors on a daily basis. Some practical and accessible sources of accountability data include:

- **School Counselor Logs** are used to record data on the amount of time spent in a variety of guidance and counseling activities.
- **School Counselor Record Forms** provide data on types of counseling interventions and referrals.
- **Appointment Sheets** indicate the number of students seen on a daily basis and the length of time for each appointment.
- **Student Profiles** show student progress toward achieving standard, graduation, or college requirements; career/life planning; and student activities.
- **Student Records** such as student transcripts and cumulative folders include grades, test scores, health data and sometimes teacher reports.
- **Standard Test Scores** indicate student achievement in relation to local, state and national norms.
- **Student Assessment Portfolios** provide samples of student work and major projects undertaken for course or graduation requirements.
- **Anecdotal Records** are brief comments on a particular counseling case.

