**Evaluation of Area Career Center Counselor**

Counselor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Center Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 = Not present 2 = Emerging 3 = Competent 4 = Exceptional N/O = No opportunity

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| --- | --- | --- | --- | --- | --- |
| Section 1: Recruitment, Orientation, & Selection  *Assists students with awareness of and selection of programs associated with their Individual Career and Academic Plan (ICAP)..* | 1 | 2 | 3 | 4 | N/O |
| Develops and disseminates recruitment and orientation materials to schools to support the development of the students' ICAP. |  |  |  |  |  |
| Develops and implements effective recruitment activities for students with special attention to underrepresented populations. |  |  |  |  |  |
| Reviews and disseminates admission procedures and policies to Area Career Center stakeholders. |  |  |  |  |  |
| Cooperates with sending schools, utilizing student information in making appropriate Area Career Center program placement decisions. |  |  |  |  |  |
| Provides an orientation to the Area Career Center is conducted for sending school personnel. |  |  |  |  |  |
| Section 2: School Counseling  *Assists students in continuing their academic, career, and social-emotional development.* | 1 | 2 | 3 | 4 | N/O |
| Orients Area Career Center staff and students to the school counseling program. |  |  |  |  |  |
| Maintains appropriate secondary student records. |  |  |  |  |  |
| Assists students in making informed decisions about their academic, career, and social-emotional development. |  |  |  |  |  |
| Uses appropriate information to assist students in making career and educational decisions. |  |  |  |  |  |
| Assists in the individual planning process including the development of the ICAP. |  |  |  |  |  |
| Provides sending schools with student information related to student information related to academic, career and academic, career and social-emotional development. |  |  |  |  |  |
| Promotes the benefits of the Area Career Center school counseling program to Career Center stakeholders. |  |  |  |  |  |
| Reviews program materials and policies in accordance with district policy to ensure they are free from bias, stereotyping and discriminatory references. |  |  |  |  |  |
| Provides referral services for students when needs are beyond the training and expertise of school personnel. |  |  |  |  |  |
| Section 3: Instructional Support  *Provides instructional support of an appropriate type and level as needed for all students.* | 1 | 2 | 3 | 4 | N/O |
| Enrolls students with disabilities in career and technology education programs based on their documented interest and ability, work history, current IEP/accommodation plan provisions and/or their ICAP. |  |  |  |  |  |
| Serves on Individual Educational Plan (IEP) teams for students with disabilities enrolled in a program. IEP goals and methods for monitoring and reporting student progress in CTE are developed cooperatively between the Area Career Center and the sending school. The Area Career Center has the latest copy of the IEP on file. |  |  |  |  |  |
| Provides academic instructional support. |  |  |  |  |  |
| Modifies (or seeks alternative method) academic instruction as required to accommodate identified needs of students with disabilities. |  |  |  |  |  |
| Ensures facilities, equipment and materials are fully accessible to students with disabilities. |  |  |  |  |  |
| Uses cooperative effort with sending school personnel to identify support services based on assessment results and individual student needs. Delivery is documented through a career plan, IEP or accommodation plan. |  |  |  |  |  |
| Identifies students who speak English as a second language to receive assistance in developing workplace fluency in English language communication, including speaking, reading, and writing. |  |  |  |  |  |
| Provides Career Center instructors with resources and assistance in meeting accommodations for students with identified plans. |  |  |  |  |  |
| Maintains files and ensures implementation of Individual Educational Plans (IEP's) and Section 504 plans, including accommodations and transition plans at the area center. |  |  |  |  |  |
| Section 4: Placement  *Assists students with transitions into postsecondary education, apprenticeships, the workforce, and the military.* | 1 | 2 | 3 | 4 | N/O |
| Informs students prior to program completion of the availability of placement services. |  |  |  |  |  |
| Utilizes an electronic system such as Missouri Connections to provide college and career information. |  |  |  |  |  |
| Assists all students in developing employability skills. |  |  |  |  |  |
| Provides students opportunities for interaction with industry representatives and post-secondary institutions. |  |  |  |  |  |
| Develops and implements curriculum for job seeking and job retention. |  |  |  |  |  |
| Assists students in developing career portfolios. |  |  |  |  |  |
| Assists high school seniors with college admission, including financial aid, scholarship applications, and college entrance exams. |  |  |  |  |  |
| Provides industry and postsecondary institutions information on the Area Career Center's programs, services, and facilities. |  |  |  |  |  |
| Identifies employment needs of potential employers for use in program development. |  |  |  |  |  |
| Regularly contacts businesses and industries as well as creates and maintains a current list of job openings accessible to all staff and students to facilitate employment of completers. |  |  |  |  |  |
| Informs students prior to program completion of the availability of job placement services. |  |  |  |  |  |
| Gives eligible students an equal opportunity to respond to job referrals. |  |  |  |  |  |
| Provides members of special populations opportunities to practice employability skills. |  |  |  |  |  |
| Provides students with disabilities information about requesting accommodations needed for occupational competency and/or licensure*/*certification tests. |  |  |  |  |  |
| Provides job placement assistance to completers of full time programs after program completion. |  |  |  |  |  |
| Section 5: Follow-Up  *Collects and uses data obtained in an appropriate manner from students and other sources to improve programs and disseminate to all stakeholders.* | 1 | 2 | 3 | 4 | N/O |
| Conducts follow-up surveys. |  |  |  |  |  |
| Monitors and analyzes data to improve programs. |  |  |  |  |  |

Comments:

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Supervisor Name Supervisor Signature Date

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Counselor Name Counselor Signature Date