

NATIONAL CONSORTIUM OF STATE GUIDANCE LEADERSHIP
 AT-A-GLANCE RESOURCE
 STUDENT PLAN/PROGRAM OF STUDY (POS) RUBRIC

Performance Element	1 Novice	2 Emerging	3 Developing	4 Meets Standard	5 Well Developed/Advanced
Recommended Requirements	High school graduation checklist.	High School graduation checklist with a planned career cluster or blended academic and career/technical area of concentration.	High school, college, and postsecondary training entrance requirement checklist with a planned career cluster or blended academic and career/technical area of concentration.	School wide plan of study that includes high school, college, and postsecondary training entrance requirements with a planned career cluster or blended academic and career/technical area of concentration.	Students can speak about the options, requirements and benefits of their POS. Students are expected to complete a rigorous academic core as well as rigorous career tech courses. A copy of the POS follows the student to the tech center.
Staff Involvement	Counselor or academic and/or careertech staff	Counselor and/or Academic and/or careertech staff	Counselor and other school staff work together on school wide POS system.	Counselor and other school advisers/ mentors work with assigned students on career planning to reach all students.	Counselor and other school advisers /mentors, and technology center or postsecondary (tech center, university/college, military) student services jointly plan and work all students on career planning.
Grade level Group or Individual Participation	All 8 th graders involved in an orientation process individually or in groups.	8 th grade orientation and 9 th grade follow-up conference.	Individual and/or group advisement sessions for 9 th – 10 th – 11 th – 12 th grade students.	Teachers as Advisers Program available for grades 9-12 with individual advisement.	Teachers as Advisers Program available for grades 9-12 with individual advisement including a student/parent/adviser conference.
Review		Updated annually.	Reviewed and updated annually.	Review and updated annually.	Reviewed and updated twice annually.
Parental Involvement	Enrollment and assessment information is sent home to parents.	Enrollment and assessment information is sent home to parents. Regularly scheduled Parent Teacher Conference days.	Enrollment and assessment information is sent home or students take information to parents and parent's signature required for enrollment purposes. Regularly scheduled Parent Teacher Conference days.	All parents meet with student and school staff. (Parent – Teacher – Student Conferences during scheduled time) to develop plan of study. Parent's signature is required for enrollment purposes.	All parents meet with student and school staff to develop plan of study. A parent signature is required on POS for the student to be enrolled and before class changes can be made. Parent meets with student and school staff twice annually to review and update POS.
Academic and Interest Assessments	Interest and/or achievement assessments are administered/used.	A variety of assessment (interest, achievement, career values, etc.) are used to begin career exploration process.	Student assessment results are given and interpreted to the students/parents.	Student assessments/ interest inventories/ academic results/aptitude assessments are interpreted with parent/child to discuss life -career goals, course options, and hobby preferences. Assessment results are used in development of POS.	Student assessments/ interest inventories and academic results/aptitude assessments are interpreted with parent & child to discuss life -career goals, course options, and hobby preferences to develop and review a POS.

Each level builds upon the previous level. It is assumed all services in the previous level are continued as the rubric works upward. This rubric provides basic guidelines to assist in rating the current status of your school's implementation of students' Plan/Program of Study (POS). This self-rating tool can assist school personnel in setting systemic goals and can be used as a benchmarking tool for improvement. NOTE: Rubric adapted with permission from the Guidance Division, Oklahoma Department of CareerTech for use as At-A-Glance Resource.