



AT A GLANCE.....
EXCELLENCE IN GUIDANCE AND COUNSELING:
A SELF-EVALUATION TOOL

In order to ensure that guidance and counseling programs prepare students for the world of today, there are certain principles that must be integral to every program. These principles provide the foundation and framework for a successful program. This evaluation tool will help you assess the current status of your school's guidance and counseling program. Use it as a planning tool when developing your action plan for implementation. Use it as an evaluation tool to assess where you are and where you need to be!

Scale: 0 – This is NOT in existence. 4 - This is being done VERY WELL.

CRITERIA	0	1	2	3	4
1. A mission statement for the district's guidance and counseling program has been developed.					
2. A rationale/philosophy for the district's guidance and counseling program has been developed.					
3. Assumptions concerning the nature and structure of the district's guidance and counseling program and the work of program staff have been identified.					
4. An advisory committee has been established and is active.					
5. Adequate financial resources are provided to fully ensure implementation.					
6. Guidance and counseling program facilities, resources, and equipment appropriate to carrying out the full intent of the district's program are provided.					
7. Properly credentialed staff for the guidance and counseling program is in place.					
8. The written district-wide guidance and counseling program and a policy statement for guidance have been adopted by the Board of Education.					
9. Management and support strategies are in place for maintaining and enhancing the district's comprehensive guidance and counseling program.					
10. The comprehensive guidance and counseling program is based upon specific student growth and development content.					

CRITERIA	0	1	2	3	4
11. A guidance and counseling program curriculum that specifies what competencies all students should master has been developed and implemented.					
12. All students, along with their parents/guardians, are provided the opportunities to develop, monitor, and manage their educational and career plans.					
13. All students and their parents/guardians have access to responsive services, including consultation and referral to assist them with problems or concerns related to academic, personal-social, and career development.					
14. The guidance and counseling program provides for academic, career, and personal-social assessments.					
15. The district utilizes a personnel performance based supervision evaluation system for school counselors and other professional guidance and counseling program staff.					
16. The district-wide guidance and counseling program is assessed periodically using program standards for implementation and results.					

??HOW DOES YOUR PROGRAM RATE??

Level	Points	Description
Advanced	56-64	You have the framework in place. Keep up the good work!
Well Developed	48-55	You have the basic framework in place. You may need to develop an action plan to further implement certain components.
Emerging	47-32	You may be offering guidance services instead of a comprehensive program. Form a work team to revise your current program.
Beginning	31-Below	Work with your administration to make guidance/counseling a priority. Begin by doing a needs assessment and forming a design/implementation team.

Provided by the National Consortium of State Guidance Leadership. You may duplicate as needed.