

JPAS Cheat Sheet for Elementary and Secondary School Counselors

[Click here for a link to the Rubric and the Perform System](#)

4 SECTIONS

1. Administrator Feedback/Evaluation (42.5%)
2. Administrator Feedback/Evaluation Continued: Standards Covered within Formal Program Evaluation if applicable (42.5%)
3. District School Counselor Consultant Feedback/Evaluation (10%)
4. Parent/Student Stakeholder Feedback/Evaluation (5%)

Standard	Possible Evidence Options (1 per standard; evidence can be used in multiple standards)	Utah (USBE) Standard	Evaluator	Type
42.5% - Section 1: Administrator Feedback/Evaluation				
A.1 Knows and adheres to federal and state law, district policies, and professional standards.	Observation, Consent for Counseling (S-form) list, knowing which forms to use, risk assessments (DCFS, Columbia risk assessment, student threat/incident), etc.	7.1 & 7.2	School Administrator	Yes/No
A.2 Collaborates to promote a positive school climate.	Observation, committee membership, annual data (data projects, Panorama, needs assessments, guidance notes, etc.), presentation (faculty meeting, PLC, etc.), Principal/Counselor Agreement, etc.	1.1	School Administrator	Rubric
A.3 Collaborates to promote academic success for all students to become college and career-ready.	Guidance Notes, PCCRs (compliance reports), IEPs, 504s, drop-out prevention, survey results, YouScience, UCAW, FAFSA, parent nights, field trips, SOAR, data projects, transition assemblies/visits, etc.	1.2	School Administrator	Rubric
A.4 Serves on both building-level and district-level committees as appropriate.	Agendas and/or Minutes for the following meetings: SCC, SAC, District Committees, PTSA, State Associations and Committees, Feeder Meetings, etc.	6.3	School Administrator	Rubric
A.5 Collaborates with parents, teachers, administrators, community resources, and other relevant stakeholders to address student needs.	Guidance Notes, PCCR's (compliance report), IEP's, 504's, drop-out prevention, survey results, YouScience, UCAW, FAFSA, parent nights, field trips, SOAR, data projects, transition assemblies/visits, grade level meetings, RTI, remediation, MTSS, Portrait of a Graduate, SEL collaboration, Panorama, MHAP referrals, needs assessments, curriculum delivery survey, groups, etc.	4.2	School Administrator	Rubric
A.6 Assists students in developing a plan for credit recovery or appropriate grade level interventions for student supports.	SLO, PCCRs, RTI, MTSS, remediation, school credit recovery frameworks, summer school, SOAR, Data Project, closing-the-gap project, behavior intervention plans, student trackers, CICO, etc.	4.4	School Administrator	Rubric
A.7 Systemically manages times to be available to stakeholders (parents, students, teachers, etc.) professionally.	Request to see counselor process, guidance notes, calendar, evening events, counseling coverage schedule for lessons and presentations, principal/counselor agreement, etc.	7.4	School Administrator	Rubric

42.5% - Section 2: Administrator Feedback/Evaluation Continued: Standards Previously Covered by Comprehensive School Counseling Program Performance Evaluation

Utah College and Career Readiness School Counseling Program Performance Evaluation	<p>1. The counselor may provide the most current signed and completed Interim or Formal On-Site "Review Results, Recommendations and Signatures Page" (pp. 21-25 of the program evaluation) to the Administrator for evidence of standards A.8 - A.16.</p> <p><u>Review Results, Recommendations and Signatures Page Sample</u></p> <p>2. The administrator evaluates standards A.8 - A.16 based on the Formal On-Site "Review Results, Recommendations and Signatures Page" (pp. 21-25 of the program evaluation). Individual school counselors may provide additional evidence for a higher score on each standard.</p> <p>3. New counselors to the counseling team may use their team's most recent Formal or Interim "Review Results, Recommendations and Signatures Page" for evidence on standards A.8-A.16.</p> <p>4. Elementary or Specialty school counselors who do not complete the Interim or Formal Program Review process will provide evidence for standards A.8-A.16.</p>	Utah College and Career Readiness School Counseling On-Site Formal Review Performance Evaluation		
A.8 Plans and delivers curriculum based on Systemic Assessment results, Student Outcomes Standards, and School Improvement Plan.	Principal/Counselor Agreement, calendar, lesson plans, curriculum map, student presentations, etc.	2.1	School Administrator	Rubric
A.9 Conducts information seminars for parents, guardians, and students to address the needs of the school community	Parent training/seminars/night events, community events, etc.	2.4	School Administrator	Rubric
A.10 Facilitates a process of career exploration and includes information about Career and Technical Education (CTE) pathways and post-secondary education.	Guidance curriculum, classroom lessons, Expo, Biz-Town, Career Portfolios, Market Place, etc.	3.1	School Administrator	Rubric
A.11 Effectively counsels individuals and small groups of students with identified needs and concerns.	Guidance notes, Consent for Counseling (S-form) list, groups, pre/post survey data, mindfulness/wellness room data, etc.	4.1	School Administrator	Rubric
A.12 Uses data to make decisions regarding the School Counseling Program improvement and close student achievement gaps.	Guidance notes, stakeholder surveys, SLO, RTI, MTSS, remediation, school credit recovery frameworks, summer school, SOAR, Data Project, closing-the-gap project, behavior intervention plans, etc.	5.1	School Administrator	Rubric
A.13 Uses data to show the impact of the school counseling program on student achievement, attendance, and	Guidance notes, stakeholder surveys, SLO, RTI, MTSS, remediation, school credit recovery frameworks, summer school, SOAR,	5.2	School Administrator	Rubric

behavior. Analyzes school counseling program assessments to guide future action and improve future results for all students.	Data Project, closing-the-gap project, behavior intervention plans, etc.			
A.14 Analyzes school and school counseling program data to provide equity in student supports throughout the school.	Data Projects, Closing-the-Gap Projects, interventions, Panorama data, etc.	5.3	School Administrator	Rubric
A.15 Promotes the school counseling program's philosophy, priorities, and practices to staff, parents, and community.	Data presentations, brochures, SCC, counseling website, faculty presentations, community presentations, etc.	6.2	School Administrator	Rubric
A.16 Promotes cultural diversity and inclusiveness in school policy and interpersonal relationships.	Observation, data presentations, mentor programs, PD certificates, Closing-the-Gap projects, ELD Task Force, etc.	7.3	School Administrator	Rubric

10% - Section 3: District School Counselor Consultant Feedback/Evaluation

D.1 Meets with students in a small group/classroom setting and/or individually several times per year.	Guidance notes, calendar, time and task	7.4	School Counseling Consultant	Rubric
D.2 Participates in District In-Services.	Minutes, Agendas, Attendance, JPLS	7.5	School Counseling Consultant	Rubric
D.3 Participates in Feeder System quarterly meetings.	Minutes, Agendas, Attendance	7.5	School Counseling Consultant	Rubric
D.4 Participates in mandatory trainings such as Prevention, Crisis Response, BRISC, etc.	Minutes, Attendance, JPLS, PLC attendance	7.1	School Counseling Consultant	Rubric

5% - Section 4: Parent/Student Feedback/Evaluation

Current district practice is to use the School Climate Survey (SCS) or Documentation of parent email or phone log. The document needs to be descriptive and summarize the conversation between parent and counselor.

Parent & Student	SCS
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INTERIM EVALUATION

Make two goals based on the standards listed above.

Created by the 2021-22 and 2022-23 Counselor Collaborative:

Stacey Worthen, School Counseling Consultant
Melisa Christiansen, School Counseling Specialist
Hillary Emmer, School Counseling Specialist
Amy Gibson, School Counseling Specialist
Jen Whitcanack, School Counseling Specialist
Ally Barson, Fort Herriman MS
Natalie Bartholomew, Herriman ES
Ellie Bechard, Herriman HS
Derek Bennett, Copper Hills HS

Kaitlyn Fitz, Riverton HS
Josh Flores, Mountain Creek MS
Brandt Haberman, West Jordan HS
Becky Hunsaker, Mountain Creek MS
Alena Johnson, JATC - North Campus
Nick Keetch, Copper Hills HS
Jessica Otero, Elk Ridge MS