JPAS Cheat Sheet for Elementary and Secondary School Counselors

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

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, FERPA list, know 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, 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, 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, etc.	4.4	School Administrator	Rubric
A.7 Systemically manages times to be available to stakeholders (parents, students, teachers, etc) in a professional manner.	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	1. Counselor may provide most current signed and completed Interim or Formal On-Site "Review Results, Recommendations and Signatures Page" (p. 21-25 of program evaluation) to Administrator for evidence of standards A.8 - A.16. ***Review Results, Recommendations and Signatures Page Sample*** 2. Administrator evaluates standards A.8 - A.16 based on the Formal On-Site "Review Results, Recommendations and Signatures Page" (p. 21-25 of program evaluation). **Individual school counselors may provide additional evidence for a higher score on each standard.** 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. 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.	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 student 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 individual students and small groups of students with identified needs and concerns.	Guidance notes, FERPA list, groups, pre/post survey data, mindfulness/wellness room data, etc.	4.1	School Administrator	Rubric
A.12 Uses data to make decisions regarding 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 behavior, and analyzes school counseling program assessments to guide future action and improve future results for all students.	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.	5.2	School Administrator	Rubric
A.14 Analyzes school and school counseling program data to provide	Data Projects, Closing-the-Gap Projects, interventions, Panorama data, etc.	5.3	School Administrator	Rubric

equity in student supports throughout the school.				
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 both 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 - use School Climate Survey (SCS)		Parent & Student	SCS

INTERIM EVALUATION

Make 2 goals based on the standards listed above.

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