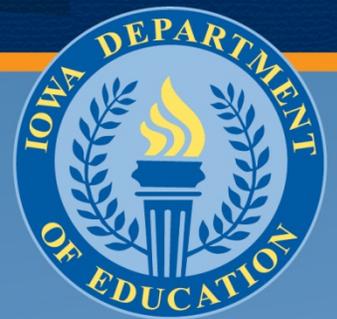


February, 2014



# Iowa School Counseling Program Framework

Iowa Department of Education





# Iowa School Counseling Framework Model

State of Iowa  
Department of Education  
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## **ACKNOWLEDGEMENTS:**

The Iowa Department of Education extends its sincere appreciation to: The American School Counseling Association for allowing us to use extensive text from *The American School Counselor Association National Model: A Framework for School Counseling Programs*. The Iowa School Counseling Framework is the product of numerous contributions of dedicated professionals who are committed to transforming Iowa school counseling programs to support educational opportunities for all Iowa students. Their participation on the Iowa School Counseling Transformational Design Team, Iowa School Counseling Taskforce, the AEA School Counseling Consultant Team, and the Iowa School Counseling Association Board and their time and talent given to this important work, is significantly changing the roles of school counselors in Iowa and helping to ensure all students have the opportunity to benefit from quality school counseling programs.

## Iowa School Counselor Administrative Rules

**9A. Beginning July 1, 2007**, each school district shall have a qualified guidance counselor who shall be licensed by the board of educational examiners under chapter 272. **Each school district shall work toward the goal of having one qualified guidance counselor for every three hundred fifty students enrolled in the school district.** The state board shall establish in rule a definition of the standards for an articulated sequential kindergarten through grade twelve guidance and counseling program.

**“School counseling program” means an articulated sequential kindergarten through grade 12 program** that is comprehensive in scope, preventive in design, developmental in nature, driven by data, and integral to the school district’s curricula and instructional program. **The program is implemented by at least one school counselor**, appropriately licensed by the board of education examiners, who works collaboratively with the district’s administration and instructional staff.

The program’s delivery system components shall include the following:

1. School guidance curriculum
2. Support of the overall school curriculum
3. Individual student planning
4. Responsive services
5. System support

### ITEM 2.

Standards for school counseling programs. The board of directors of each school district shall establish a K-12 comprehensive school counseling program, driven by student data and based on standards in academic, career, personal, and social areas, which supports the student achievement goals of the total school curriculum and to which all students have equitable access.

- a. **A qualified school counselor, licensed by the board of educational examiners, who works collaboratively with students, teachers, support staff, and administrators shall direct the program and provide services and instruction in support of the curricular goals of each attendance center.** The school counselor shall be the member of the attendance center instructional team with special expertise in identifying resources and technologies to support teaching and learning. **The school counselor and classroom teachers shall collaborate to develop, teach, and evaluate attendance center curricular goals with emphasis on the following:**
  - (1) Sequentially presented curriculum, programs, and responsive services that address growth and development of all students
  - (2) Attainment of student competencies in academic, career, personal, and social areas
- b. **The program shall be regularly reviewed and revised and shall be designed to provide all of the following:**
  - (1) **Curriculum that is embedded throughout the district’s overall curriculum** and systemically delivered by the school counselor in collaboration with instructional staff through classroom and group activities and that consists of structured lessons to help students achieve desired competencies and to provide all students with the knowledge and skills appropriate for their developmental levels
  - (2) **Individual student planning** through ongoing systemic activities designed to help students establish educational and career goals to develop future plans
  - (3) **Responsive services through intervention and curriculum** that meet students’ immediate and future needs as occasioned by events and conditions in students’ lives and that may require any of the following: individual or group counseling, consultation with parents, teachers, and other educators, referrals to other school support services or community resources, peer helping, and information
  - (4) **Systemic support through management activities** that establish, maintain, and enhance the total school counseling program, **including professional development**, consultation, collaboration, program management, and operations

### Iowa School Counseling Program Framework

The Iowa School Counseling Framework provides a model to guide and assist Iowa’s school counselors in the implementation of a comprehensive and accountable school counseling program. Based upon the American School Counselor Association (ASCA) National Model, the Iowa Framework is a model considered “best practice” for the profession. “School counseling program” means an articulated, sequential K-12 program that is comprehensive in scope, preventive in design, developmental in nature, driven by data, and integral to a school district’s curricula and instructional program. The Iowa School Counseling Framework is written to reflect a comprehensive approach to program foundation, delivery, management, and accountability. The framework provides a system that encourages and promotes each student’s academic, career, and personal/social development in preparation for the challenges of the 21<sup>st</sup> century. Ultimately, it is by using the Iowa School Counseling Framework to design comprehensive, data-driven, and accountable school counseling programs that Iowa school counselors will support every Iowa student in becoming college-, career-, and citizen-ready.

Dear Professional School Counselor,

Understanding where you are and where you want to go is a key part of the learning process. Every day, professional school counselors play a big role in helping students get to where they want to be, whether it’s in the classroom, in their future careers, or in their personal lives. The Iowa School Counseling Framework recognizes this crucial role, as well as the profession.

The framework initially was launched following 2007 legislation that set standards for school counseling programs in Iowa and required at least one licensed guidance counselor for each school district.

Please review and use the revised Iowa School Counseling Framework for implementing your school counseling program that is rooted in accountability and supports a world-class education for all students.

I look forward to working with you as we set out to elevate Iowa’s schools from good to great. Thank you for your vision and commitment to education in Iowa.

Sincerely,



Brad A. Buck, Director and Executive Officer  
Iowa Department of Education  
[www.educateiowa.gov](http://www.educateiowa.gov)



“I ask every American to commit to at least one year or more of higher education or career training. Every American will need to get more than a high school diploma. And dropping out of high school is no longer an option. It’s not just quitting on yourself, it is quitting on your country.”

President Barack Obama,  
State of the Union Address,  
February 24, 2009.

## Iowa School Counseling Mission Statement

Our mission is to support all Iowa professional school counselors in their implementation of data-driven, standards-based, comprehensive school counseling programs that address the academic, career, and personal/social development of all students. As transformed leaders and student advocates, Iowa professional school counselors collaborate with stakeholders to remove institutional and environmental barriers, close achievement and opportunity gaps, and ensure access, equity, and success for all students. As a result, all students will be empowered with the skills, knowledge, and attitudes to graduate college-, career-, and citizen-ready.

## The ASCA National Model Themes\*

### Advocacy

Advocating for the academic achievement of every student is a key role of school counselors and places them at the forefront of efforts to promote school reform. School counselors are advocates when they do the following:

- Implement equitable services and interventions for all students
- Address inequitable policies, procedures, or conditions
- Contribute to creating systemic change and educational reform
- Work to implement a comprehensive, K-12 school counseling program

### Leadership

School counselor leaders are culturally responsive change agents who integrate instructional and school counseling best practices. School counseling leadership requires:

- Thinking in a visionary manner
- Challenging inequities
- Sharing decision-making
- Processing collaboratively
- Modeling excellence
- Taking courageous stances

### Collaboration

By collaborating with stakeholders, inside and outside of the school, school counselors access resources that support student achievement and development. Types of collaboration could include:

- Inter-professional collaboration: teachers, administrator, and other helping professionals
- Youth-centered collaboration: viewing youth as experts and partners
- Parent-centered collaboration: viewing parents as experts and partners
- Intra-organizational collaboration: community agencies and social services agencies

### Systemic Change

School counselors use data to support leadership, advocacy, and collaboration and to identify systemic barriers to student achievement. School counselors access school wide student achievement, attendance, and behavior data to promote student success. Examples of success resulting from systemic change include:

- Increased promotion and graduation rates
- Decreased discipline and suspension rates
- Increased school attendance and participation
- Increased number of students graduating college-, career-, and citizen-ready

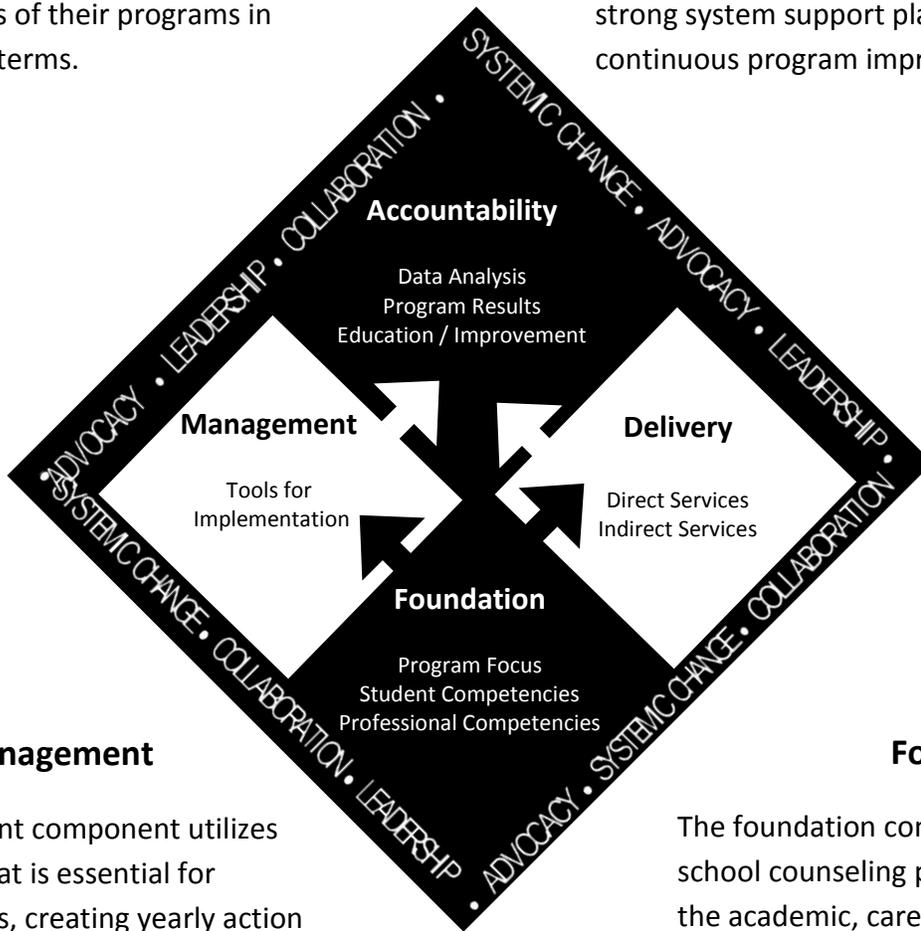
# Foundation

## Accountability

The accountability component addresses program effectiveness to answer the question, “How are students different because of the school counseling program?” A yearly program audit is an important component of the K-12 program and system. School counselors must demonstrate the effectiveness of their programs in measurable terms.

## Delivery System

The delivery component consists of direct and indirect student services. The Delivery System includes methods and strategies for ensuring that all students receive the benefits of the program. Components include a well-defined, articulated, sequential K-12 school counseling curriculum, individual academic and career planning for every student, appropriate responsive services, and a strong system support plan for ensuring continuous program improvement.



## Management

The management component utilizes student data that is essential for setting priorities, creating yearly action plans, and scheduling the delivery system with the use of an annual calendar. Proficiency in the collection and use of data provides powerful information to plan the most effective programs.

## Foundation

The foundation component is the focus of the school counseling program and is based on the academic, career, and personal/social needs of all students. It is the “what” of the program. Elements include program focus, student competencies, and school counselor competencies.

## Program Focus

The foundation of the Iowa school counseling framework is the basis upon which the counseling program rests. Just as a building structure is only as strong as the foundation upon which it has been built, a strong counseling program rests securely on its foundation. The “why” and the “what” of the school counseling program are answered in the elements of the foundation. Foundation ties into the specific school improvement goals and includes a mission statement, the beliefs and philosophy of the program, the school counseling domains, and the counseling standards and benchmarks. Building a strong foundation is critical for the program to be an essential part of the total educational program.

### Beliefs

Beliefs are the guiding forces in the development of an effective program. They are the principles that have been identified by the district counseling team as essential to the development of the program. It is upon these beliefs that school counselors build comprehensive programs.

### Vision

Vision focuses on the future. School Counselors can promote the success of students by developing a vision of learning for all students that supports the district vision and is supported by all stakeholders. Effective vision statements are aligned with school and district visions; they are future-oriented, bold, compelling, aspiring and inspiring.

### Mission

The mission statement provides the focus and direction to reach the vision creating one focus in implementing a comprehensive program. If someone were to question the reason for the existence of a school counseling program, the counselor should be able to answer this question by citing the mission statement. It is a very precise way of stating why a school counseling program is needed and how it benefits all students.

### Program Goals

Program goals define how the vision and mission will be measured. Program goals are statements about desirable outcomes. Goal statements promote specific outcomes including improved student achievement, attendance, behavior, school safety, and engagement. Goals are based on school data, and, in many cases, focus on issues related to achievement or opportunity gaps.

## Student Competencies

### ASCA Student Standards

ASCA Student Standards (available at [www.ASCANationalModel.org](http://www.ASCANationalModel.org)) identify the attitudes, knowledge, and skills that students should be able to demonstrate as a result of participating in their school counseling program. By using these standards, school counselors can determine which strategies, activities and curriculum to use to help students achieve their highest potential. School counselors also will use the standards to assess student growth and development. The ASCA Student Standards are organized in three broad domains to promote behaviors that enhance the learning process: academic; career; and personal/social development. Standards for each domain provide guidance and direction for schools counselors in the development of effective school counseling programs. Student competencies define the specific knowledge, attitudes, and skills students should attain. Indicators demonstrate skill acquisitions.

### Iowa Core

One foundational component to a great school system is a clear set of expectations, or standards, that the education system helps all students reach. In Iowa, that effort is known as the Iowa Core. The Iowa Core represents our statewide academic standards, which describe what students should know and be able to do in math, science, English language arts and social studies. The Iowa Core also addresses 21<sup>st</sup> century skills in areas such as financial and technology literacy. The Iowa Core represents a set of standards that have been vetted and customized by Iowans and for Iowa. School counselors play a critical role in supporting student achievement and addressing institutional and environmental barriers that hinder all students from graduating college-, career-, and citizen-ready. School counselors are encouraged to consider how the Iowa Core standards ([www.corecurriculum.iowa.gov](http://www.corecurriculum.iowa.gov)) compliment and inform their school counseling program.

### Professional Competencies

ASCA School Counselor Competencies outline the knowledge, attitudes, and skills counselors need to positively impact student achievement and to ensure their students are college-, career-, and citizen-ready. ASCA Ethical Standards for School Counselors ([www.schoolcounselor.org/ethics](http://www.schoolcounselor.org/ethics)) are norms, standards, and accepted practices for the school counseling profession.

### Iowa Teaching Standards and Criteria

Iowa school counselors are evaluated on the Iowa Teaching Standards and Criteria. The Iowa Teaching Standards appear in Iowa Code section 284.3. The Model Criteria were developed by the Iowa Department of Education with input from stakeholders and adopted by the State Board of Education on 5/10/02. Changes to the criteria were adopted by the State Board of Education on 5/13/10. The amendments strengthen Iowa's commitment to using student performance data to evaluate educators. They specifically address 281--Iowa Administrative Code 83, Teacher and Administrator Quality Programs.

## Managing Program Tools And Assessments

The ASCA National Model provides the following organizational assessments and tools to help manage a K-12 comprehensive school counseling program. These assessments and tools help the school counselor develop, implement, and evaluate their school counseling program based on clear priorities addressing the educational, social/emotional, and career needs of students. They help define the following questions: WHO will implement the program? WHEN will they deliver the activities or curriculum? WHY will certain activities or curricula be used? WHAT authority will guide the overall program?

**School Counselor Competencies Assessment:** The school counselor competencies assessment helps school counselors assess the attitudes, skills, and knowledge necessary to do their job. (See page 148, *ASCA National Model Framework for School Counseling Programs*.)

**School Counselor Program Assessment:** The School Counselor Program Assessment helps school counselors self-evaluate their program in comparison with the ASCA National Model. (See page 59, *ASCA National Model Framework for School Counseling Programs*.)

**Use-of-Time Assessment:** The Use-of-Time Assessment helps the school counselor know how much time is spent in each program component of the model. It is recommended school counselors spend 80 percent of their time in direct and indirect service to students. The remaining 20 percent of their time is for program management.

**Annual Agreement:** Management agreements define the responsibilities of the administrator and school counselor for the operation of a comprehensive school counseling program. These agreements are renewed each year and may include the Iowa Individual Teacher Professional Development Plan.

**School Data Profile:** The school data profile template can be used to organize and disaggregate data.

**Advisory Council:** An advisory council is a group of people appointed to review guidance program results and make recommendations to the school counseling department, the administration, and the school board.

**Program Results Data:** This data demonstrates whether or not the school counseling program has attained its goals and how students are different as a result of the program. Process data answers the question, “What did you do for whom?” Perception data answers the question, “What do people think they know or believe they can do?” Outcome data shows the impact of the program and answers the question, “So what?”

**Action Plans:** Action plans are used to address school counseling curriculum, small groups, and closing-the-gap activities.

**Calendars:** Master and weekly calendars are developed and published to ensure that stakeholders know what is scheduled and that planned activities are accomplished.

## Use of Data

The focus and direction of the comprehensive school counseling program is based on student needs as determined through a review of the school's data. Understanding and using data are essential to ensuring every student receives the benefits of the school counseling program.

School counselors show that activities implemented as part of the school counseling program are developed after a careful analysis of achievement, behavior, and attendance data. The use of data helps school counselors:

- Monitor student progress
- Identify students who are having difficulties or behavior problems
- Identify barriers to learning
- Understand factors affecting student behavior
- Identify access or equity issues
- Close achievement or opportunity gaps
- Assess and evaluate the effectiveness of activities within the school counseling program
- Improve, modify, or change services provided to students
- Educate stakeholders about the power of a comprehensive school counseling program
- Advocate for additional resources to increase program effectiveness

A comprehensive school counseling program requires school counselors to be proficient in the collection, analysis, and interpretation of student achievement and behavioral data. While the management section of the ASCA National Model aids school counselors by providing tools for planning and data collection, the accountability section helps with data analysis and program results.

## Disaggregating data

To ensure every student achieves high academic standards, it is important to understand aggregate, global data from the entire student body. However, it is even more important to understand the disaggregated data. When disaggregating data, school counselors separate data by variables to determine if there are any groups of students who are not performing as well as others.

For example, a school counselor may be pleased with data revealing that 85 percent of all seniors attend post-secondary education, but he/she may not be as pleased if disaggregated data reveals that 93 percent of white students attend post-secondary education compare with only 42 percent of students of color. Disaggregated data often brings to light issues of equity and access and helps focus the discussion upon the needs of specific groups of students.

Although there are many ways to disaggregate data, frequently used categories include:

- Gender
- Race/ethnicity
- Socio-economic status (free or reduced lunch)
- Course enrollment
- Language spoken at home
- Special education
- Grade level

The delivery system is the “how” of the implementation process. The delivery system consists of direct and indirect student services. It is recommended that 80 percent of the school counselor’s time be spent in direct and indirect student services.

**Figure 4.1 Delivery System Components**

What	Components & Strategies	Whom	How
<b>Direct Student Services</b>	School Counseling Curriculum <ul style="list-style-type: none"> <li>▪ Instruction</li> <li>▪ Group Activities</li> </ul> Individual Student Planning <ul style="list-style-type: none"> <li>▪ Appraisal</li> <li>▪ Advisement</li> </ul> Responsive Services <ul style="list-style-type: none"> <li>▪ Counseling</li> <li>▪ Crisis Response</li> </ul>	All Students    Identified Students	Interactions with <ul style="list-style-type: none"> <li>• Students:                             <ul style="list-style-type: none"> <li>• In Large Groups</li> <li>• In Classrooms</li> <li>• In Small Groups</li> <li>• Individually</li> </ul> </li> </ul>
<b>Indirect Student Services</b>	<ul style="list-style-type: none"> <li>▪ Referrals</li> <li>▪ Consultation</li> <li>▪ Collaboration</li> </ul>	All Students    Identified Students	Interactions with <ul style="list-style-type: none"> <li>• Others</li> </ul>

Adapted from Gysbers, N.C. & Henderson, P. (2012) *Developing and managing your school counseling program* (5<sup>th</sup> ed.), Alexandria, VA: American Counseling Association. (ASCA Model Ed 3)

### Direct Student Services

Direct student services are in-person interactions between school counselors and students. Through the direct services components of school counseling core curriculum, individual student planning, and responsive services, school counselors help students develop the knowledge, skills, and attitudes identified from the school counseling core curriculum.

#### School Counseling Core Curriculum

The school counseling core curriculum consists of a planned, written instructional program that is comprehensive in scope, preventive in nature, and developmental in design. The curriculum is delivered to every student by school counselors and other educators as appropriate. The curriculum promotes knowledge, attitudes, and skills of student competencies appropriate to student developmental levels in three content areas: academic achievement, career development, and personal/social growth.

#### Individual Student Planning

Individual student planning consists of on-going systemic activities designed to help students establish personal goals and develop future plans. School counselors use these activities to help all students plan, monitor, and manage their own learning.

#### Responsive Services

Responsive services consist of activities designed to meet students’ immediate needs and concerns. This component is available to all students and is often student-initiated through self-referral.

### Indirect Student Services

Indirect student services are provided on behalf of students as a result of the school counselor’s interactions with others. Through indirect services, school counselors provide leadership, advocacy, and collaboration, which enhance student achievement and promote systemic change related to equity and access.

#### Referrals

School counselors direct students and parents to school or community resources for additional assistance or information through referrals. School referral sources may include: academic support such as tutoring, career support such as college-planning Web sites or employment training, and personal/social support such as community agencies that treat mental health issues including suicidal ideation, violence, abuse, and depression.

#### Consultation

School counselors share strategies that support student achievement with parents, teachers, other educators, and community organizations through consultation. School counselors are use consultation to receive information on student needs and to identify strategies that promote student achievement.

#### Collaboration

School counselors work with other educators, parents, and the community to support student achievement and advocate for equity and access for all students through collaboration.

## Examples of Interdependent Competencies of the Iowa School Counseling Framework

### Elementary

Academic Development Skills	Career Development Skills	Personal/Social Skills
<ul style="list-style-type: none"> <li>• Articulate competence and confidence as a learner</li> <li>• Identify attitudes and behaviors that lead to successful learning</li> <li>• Apply time and task management skills</li> <li>• Demonstrate ability to work independently as well as cooperatively with other students</li> <li>• Apply study skills for academic success</li> </ul>	<ul style="list-style-type: none"> <li>• Develop awareness of personal abilities, skills, interest, and motivations</li> <li>• Learn to make decisions and set goals</li> <li>• Understand the relationship between educational achievement and career success</li> <li>• Learn to work cooperatively as a team member</li> <li>• Develop vocational interests</li> </ul>	<ul style="list-style-type: none"> <li>• Recognize, accept, respect, and appreciate individual differences</li> <li>• Use effective communication skills</li> <li>• Know how to apply conflict resolution skills</li> <li>• Apply effective problem-solving skills to make safe choices.</li> </ul>

### Middle School

Academic Development Skills	Career Development Skills	Personal/Social Skills
<ul style="list-style-type: none"> <li>• Implement I Have a Plan Iowa (IHAP)</li> <li>• Demonstrate dependability, productivity, and initiative</li> <li>• Learn and apply critical thinking skills</li> <li>• Use knowledge of learning styles to positively influence school performance</li> <li>• Establish challenging academic goals</li> <li>• Use assessment results in educational planning</li> <li>• Seek co-curricular and community experiences to enhance the school</li> </ul>	<ul style="list-style-type: none"> <li>• Acquire employability skills such as working on a team, problem-solving, and organizational skills</li> <li>• Use technology to access career-planning information</li> <li>• Demonstrate awareness of education and training needed to achieve career goals</li> <li>• Select course work that is related to career interests</li> <li>• Use employability and job readiness skills in extended learning experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Identify personal strengths and assets</li> <li>• Develop an action plan to set and achieve realistic goals</li> <li>• Learn techniques for managing stress and conflict</li> <li>• Differentiate between situations requiring adult/professional help</li> <li>• Learn about emotional and physical dangers of substance use and abuse</li> </ul>

### High School

Academic Development Skills	Career Development Skills	Personal/Social Skills
<ul style="list-style-type: none"> <li>• Develop and implement an annual plan of study</li> <li>• Become a self-directed and independent learner</li> <li>• Identify post-secondary options consistent with interest, achievement, aptitude, and abilities</li> <li>• Demonstrate the ability to balance school, studies, extracurricular, and leisure time</li> <li>• Seek co-curricular and community experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Apply decision-making skills to career planning, course selection, and career transitions</li> <li>• Understand that the changing workplace requires lifelong learning and acquiring new skills</li> <li>• Apply academic and employment readiness skills in work-based learning situations such as internships, shadowing, or mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Identify alternative ways of achieving goals</li> <li>• Use persistence acquiring knowledge and skills</li> <li>• Learn coping skills for managing life events</li> <li>• Learn about the relationship among rules, laws, safety, and the protection of an individual's rights</li> </ul>

In 2008, **Iowa Code section 279.61**, passed, requiring students to complete a career and educational planning process, or Student Curriculum Plan. This legislation requires each Iowa school to cooperate with the student to create an electronic portfolio including specified components (Guideways) using the state-designated career information system. These state components include assessments, surveys, career research, course plan building, education linkages, financial aid, and career development activities that assist students in planning their future. The state components are developmentally appropriate for the grade level of the students, and the assessments and activities in each successive Guideway build on the established portfolio. Students can revise their career and educational plans as they mature and learn more about themselves and their interests and abilities. The state designated career/educational information system in Iowa is *I Have A Plan Iowa*<sup>™</sup>. The website is [www.ihaveaplaniowa.gov](http://www.ihaveaplaniowa.gov).

### Required State Components for *I Have a Plan Iowa*

#### 8<sup>th</sup> Grade

- Create an electronic student portfolio
- Complete a career interest assessment
- Complete the Career Cluster assessment and identify a career cluster of interest
- Build a course plan for high school and/or postsecondary education
- Get a signed parent approval and signature form (electronic or printed)

#### 9<sup>th</sup> Grade

- Complete the *Interest Profiler* assessment
- Complete a career assessment linking interests and school subjects
- Complete a skills assessment linking skills and careers
- Revise and rebuild portfolio course plan
- Complete a student reflection paragraph

#### 10<sup>th</sup> Grade

- Complete work values/beliefs survey
- Compare career options side by side
- Research careers to programs
- Compare colleges/programs side by side
- Revise and review portfolio course plan
- Complete a student reflection paragraph

#### 11<sup>th</sup> Grade

- Complete a skills inventory or assessment
- Create a resume
- Create a cover letter
- Compare schools and programs side by side
- Document campus visits
- Complete a practice college application
- Research financial aid
- Research scholarships
- Revise and review course plan in portfolio
- Complete a student reflection paragraph

#### 12<sup>th</sup> Grade

- Retake *Interest Profiler* and compare results
- Retake career assessment (linking school subjects and careers) and compare results
- Review schools and colleges and indicate choices
- Research job interview information and complete a job interview practice
- Revise and review career plan
- Complete a student reflection paragraph

## Accountability and the Use of Data

The accountability component is a critical part of the Iowa Framework because it answers the question, “How are students different because of the school counseling program?” The only way to address that question is through the use of data. Data is the evidence of student progress or lack of progress. Accountability is rooted in data. In order for any school counseling program to be accountable, the program must be responsive to the data. Data allows school counselors to address individual student successes and challenges as well as the successes or concerns of student subgroups. In addition, counselors can use data to look at the successes and challenges within individual school buildings as well as within K-12 systems and districts as a whole. As counselors disaggregate data, they are able to uncover equity and access issues and, as a result, design interventions to address those issues. Whether it is through standards-based classroom instruction or intentional guidance, these are the interventions that will ultimately assist school counselors in closing the achievement gap for ALL students. By designing accountable school counseling programs, Iowa school counselors are continuously using data to determine program effectiveness and ultimately ensure success for all Iowa students. The *ASCA National Model, Third Edition*, offers tools and assessments to help school counselors make data-driven decisions. The accountability component of the model provides guidance for collecting and analyzing data, as well as for collecting and analyzing data, for making program results, and for evaluation and improvement.

### Component 1: Accountability and Data Analysis

Data are reviewed over time to inform the school counselor about student needs and school and community trends. The school data profile and the use of time assessment are reviewed annually to evaluate and improve the school counseling program.

The school data profile is a summary of the school’s achievement, attendance, behavior, and safety records over a multi-year period. This analysis can contribute to a better understanding of trends in the school as well as help counselors to monitor achievement, identify gaps, and recognize a need for systemic change. The first profile becomes the baseline, with yearly updates conducted to assess both program progress and impact. Examples of school data profiles can be found in the *ASCA National Model: A Framework for School Counseling Programs* text.

Analysis of the use-of-time assessment informs many components of a comprehensive school counseling program such as the annual agreement, calendars, curriculum, and small-group action plans. It is recommended that counselors spend 80 percent of their time in direct and indirect services to students, while the other 20 percent is spent in program management tasks. Use of time within the 80 percent direct/indirect services to students may look different from school to school based on the data. The ASCA National Model recommends that school counselors estimate the number of hours they are engaged in direct and indirect services for a two-week period annually. This information will allow counselors to reflect on the effectiveness of program delivery and to make adjustments as needed.

While school counselors understand the importance and value of collecting and analyzing data, they often express concerns about having the skills to increase their use of data and finding the time to do the work required of data collection and analysis. There are a variety of processes and tools available to counselors; one such resource is *Making DATA Work* by Dr. Anita Young and Dr. Carol Kaffenberger.

## **Component 2: Accountability and Program Results**

Analyzing school counseling program results reports ensures that programs are evaluated for effectiveness and informs decisions related to program improvement. Three types of results reports are created based on action plans developed as part of program management activities: curriculum results reports; small group results reports; and closing-the-gap results reports. Results report data analysis follows the completion of an action plan and helps school counselors to evaluate the plan. By reviewing results reports annually (at a minimum), they can be used to inform goal setting for the following year. School counselors demonstrate their advocacy and leadership role as they use the findings from results reports to reduce or remove barriers to learning.

## **Component 3: Accountability, Evaluation, and Improvement**

Program evaluation and improvement address four areas: self-analysis of counselor's strengths, specifically related to the school counselor competencies; self-analysis of the school counseling program's strengths; and evaluation of the school counselor's performance. Practicing school counselors may use the competencies as a checklist when making a professional development plan as well as for self-evaluation, while administrators may find the competencies useful as a guide for hiring and/or for developing performance evaluations.

The school counseling program assessment can be found in the national model and is aligned with the four components of the ASCA National Model. The primary purpose for collecting this information is to guide future actions within the program and to improve future results for students. This tool will aid counselors in determining the strengths of the program, areas for improvement, and short-range and long-range goals.

## School Counseling Program Benefits

### Benefits for Students

- ❖ Ensures every student receives the benefit of the school counseling program
- ❖ Promotes a rigorous academic and social/emotional curriculum for every student
- ❖ Helps children feel healthy, safe, engaged, supported, and challenged
- ❖ Ensures equitable access to educational opportunities and strategies for closing the gap
- ❖ Monitors data to facilitate student improvement
- ❖ Supports development of skills to increase college-, career-, and citizen-readiness for all students
- ❖ Enhances articulation and transition between grade levels

### Benefits for Parents/Guardians

- ❖ Provides support in advocating for their children's academic, career, and personal/social development
- ❖ Supports partnership in their children's learning and academic and career planning
- ❖ Connects to community and school-based services to meet needs of the whole child

### Benefits for Teachers

- ❖ Promotes an inter-disciplinary team approach to address student educational and social emotional needs
- ❖ Supports a safe and engaging learning environment
- ❖ Analyzes data to improve school climate and student achievement

### Benefits for Administrators

- ❖ Aligns the school counseling program with the school's academic mission
- ❖ Provides a proactive guidance curriculum to support student achievement
- ❖ Monitors data for enhancing school climate and school improvement

### Benefits for School Counselors

- ❖ Supports Access for all students
- ❖ Defines responsibilities within the context of a school counseling program
- ❖ Seeks to eliminate non-counseling program activities
- ❖ Provides a tool for program management, implementation, and accountability
- ❖ Recognizes school counselors as leaders, advocates, and change agents
- ❖ Ensures the school counseling program contributes to the school's mission

### Benefits for Post-Secondary Education

- ❖ Promotes equity and access to post-secondary education for every student
- ❖ Enhances articulation and transition of students to post-secondary institutions
- ❖ Motivates every student to seek a wide range of post-secondary options
- ❖ Supports rigorous academic preparation

### Benefits for Community, Business, Labor, and Industry

- ❖ Builds collaboration which enhances students' post-secondary success
- ❖ Connects business, industry, and labor to students and families
- ❖ Supports the academic preparation necessary for students' success in the workforce
- ❖ Increases opportunities for stakeholders to actively participate in school counseling program



**Academic Achievement:** Attainment of educational goals as determined by data such as standardized achievement test scores, grades on tests, report cards, grade point averages, and state and local assessments of academic progress.

**Accountability:** Responsibility for one's actions, particularly for objectives, procedures, and results of one's work and program; involves an explanation of what has been done.

**Action Plan:** How the counselor, or others, intend to achieve the desired result or competency; items in an action plan include: domain; standard and competency; actual activity and curriculum; time of completion of activity; data used; means of evaluation; and the expected result for the student(s).

**Advisory Council:** An advisory council is a representation of all elements of the school and community appointed to audit the school counseling program goals and to make recommendations to the department, the administration, and the school board regarding program priorities.

**Advocacy:** Actively supporting causes, ideas, or policies that promote and assist student academic, career, and personal/social needs. One form of advocacy is the process of actively identifying underrepresented students and supporting them in their efforts to perform at their highest level of academic achievement.

**Appraisal:** Evaluation instrument containing competencies, indicators, and descriptors.

**AP Tests:** Advanced placement assessments.

**Articulation:** A process for coordinating the linking of two or more educational systems within a community.

**ASCA:** American School Counselor Association.

**ASCA National Standards:** A set of national educational standards established to identify and prioritize the specific attitudes, skills, and knowledge that students should be able to demonstrate as a result of participating in a school counseling program.

**Assessment:** A tool used to measure the criteria; includes competencies, indicators, and descriptors.

**Audit:** An overall assessment of the school counseling program in comparison with ASCA's National Model for School Counseling Programs. Audits serve to set the standard for the school counseling program; it is initiated when the program is being designed and then evaluated on a yearly basis.

**Benchmarks:** Clear and specified levels of performance, proficiencies, or outcomes against which an institution, group, or individual might be compared.

**Career Cluster:** A group listing of occupations in a specific field of work that require similar skills and similar or related knowledge, competencies, and training.

**Career Cluster Assessment:** An assessment that identifies a group of related occupations requiring similar or related knowledge, competencies, and training.

**Career Development:** The necessary skills and attitudes for successful transition from school to work or post-secondary training or education.

## Glossary

**Career-ready:** Means that high school graduates can read, comprehend, interpret, and analyze complex technical materials; can use mathematics to solve problems in the workplace; and can pass a state-approved industry certificate or licensure exam in their field.

**Closing the gap:** Refers to the difference in achievement levels generally between privileged students and students of color or low socio-economic status.

**Collaboration:** A partnership where two or more individuals or organizations actively work together on a project or problem.

**College-ready:** Means a high school graduate has the reading, writing, and math knowledge and skills to qualify for and succeed in entry-level, credit bearing, college-degree courses without the need for remedial classes.

**Competencies:** Knowledge, attitudes, or skills that is observable and can be transferred from a learning situation to a real-life situation and that involve the production of a measurable outcome.

**Comprehensive School Counseling Program:** An integral part of the total educational program that helps every student acquire the skills, knowledge, and attitudes in the areas of academic, career, and personal/social development that promote academic achievement and meet developmental needs.

**Counseling:** A special type of helping process implemented by a professionally trained and certified person, involving a variety of techniques and strategies that help students explore academic, career, and personal/social issues impeding healthy development or academic progress.

**Crosswalk (ASCA National Standards):** A matrix used in standards and curriculum alignment. The matrix lists all standards, competencies, and indicators; it makes the alignment visible by showing specifically where each competency is taught developmentally by grade or within a guidance lesson.

**Data-driven:** Decisions concerning future actions that are based on information, survey reports, assessments, statistics, or other forms of data.

**Delivery System:** The means around which the counseling program is organized and delivered; includes four components: guidance curriculum; individual student planning; responsive services; and system support.

**Developmental Counseling Program:** School counseling curriculum based on the developmental age of the student and conducted on a regular and planned basis to assist students in achieving specified competencies.

**Disaggregated Data:** Data separated into component parts by specific variables such as ethnicity, gender, and socioeconomic status.

**Domains:** Broad areas of knowledge base (academic, career, and personal/social) that promote the learning process.

**Evaluation:** A process used by an individual or group to determine process or quality; evaluation is a key element in any improvement process.

**Foundation:** Includes the beliefs, philosophies, missions, domains, and ASCA National Standards and competencies.

**Four Year Plan:** An education- and career-planning tool that is designed to assist students in completing their educational goals. The Four Year Plan is initiated during the 8<sup>th</sup> grade school year, updated yearly, and finalized in the last year of high school.

**Goals:** The extension of the mission statement; they provide the desired student results to be achieved by the time the student leaves the school system.

**Guidance Curriculum:** The guidance curriculum component consists of structured developmental lessons designed to assist students in achieving the competencies and is presented systematically through classroom and group activities.

**I Have A Plan Iowa:** A statewide community web portal that provides free access, information, and resources for all Iowans seeking assistance with education and career planning.

**Indicator:** Measurable evidence that individuals have abilities, knowledge, or skills for a specific competency.

**Individual Student Planning:** The individual planning component consists of school counselors coordinating ongoing systemic activities designed to assist the individual student in establishing personal goals and developing future plans.

**Intentional Counseling Groups:** An intentional guidance intervention implemented through the use of select counseling groups created after identification and analysis of specific results-data.

**Interest Profiler Assessment:** An assessment tool measuring work-related interests.

**Iowa Core Curriculum:** Essential concepts and skill sets that each and every Iowa student must learn in literacy, mathematics, science, social studies, and 21<sup>st</sup> century skills to prepare for college, work, and life.

**ISCA:** Iowa School Counselor Association.

**Management Agreement:** A statement of responsibility negotiated between the principal and counselor that includes office organization, how a program is carried out, and accountability criteria and specific results.

**Management System:** The management system addresses the allocation of resources to best address the goals and needs of the program. Individual staff responsibilities, accountability, and the cooperation among resource persons responsible for program results are outlined.

**Master Calendar:** A master calendar of guidance events is maintained by the school counseling staff and is distributed to teachers, students, and parents on a regular basis. Planning, visibility, and credibility are enhanced by effective use of a master calendar.

**Mission Statement:** This is a statement which outlines the purpose or vision of the school counseling program. It is the long-range desired outcome for students. This statement must be compatible with the stated purpose or mission of the school system within the program operates.

**NAEP Tests:** National Assessment of Educational Progress assessment.

**Perception Data:** These data measure what students and others observe or perceive, knowledge gained, attitudes, and beliefs held, or competencies achieved.

**Personal/Social Development:** Maximizing each student's individual growth and social maturity in the areas of personal management and social interaction.

**Philosophy:** A set of principles guiding the development, implementation, and evaluation of the program.

## Glossary

**Portfolio:** A purposeful collection of student documentation that tells the story of the student's efforts, progress, or achievement.

**Process Data:** Method of evaluation using figures, such as number of students served, groups, and classroom visits, to show the activities rather than the results from the activities.

**Professional Development:** A comprehensive, sustained, and intensive approach to improving effectiveness in increasing student achievement.

**Professional School Counselor:** State-certified school counselor (may be credentialed or licensed depending on the state). Most school counselors have a master's degree in school counseling.

**Program:** A coherent sequence of instruction based upon a validated set of competencies.

**Program Audit:** Assessment of the school counseling program on the components of the ASCA Model; the primary purpose for collecting information is to guide action within the program and to improve future results for students.

**Program Management:** Activities that develop, monitor, and evaluate the implementation of the comprehensive school counseling program.

**Responsive Services:** Activities that meet students', parents', and teachers' immediate needs for referral, consultation, or information.

**Results:** Demonstration of learning, performance, or behavioral change after guidance and counseling program participation.

**Results Data:** Outcome data; how students are measurably different as a result of the program.

**Standards:** Statements of what should be done in each area. The ASCA National Model addresses four types of standards: content standards, program standards, performance standards, and ethical standards.

**Systemic Change:** Change affecting the entire system or that is transformational; change affecting more than an individual or series of individuals. The focus of the change is upon the dynamic of the environment, not the individual.

**System Support:** Consists of the professional development, consultation, collaboration and teaming, and program management and operation activities that establish, maintain, and enhance the total school counseling program.

**Use of Data:** The use of data to effect change within the school system is essential to ensure that all students receive the benefits of a school counseling program. School counselors know how to evaluate data from their school site.

**Yearly Program Audit:** An annual evaluation of the school counseling program as it aligns with ASCA's National Model for School Counseling Programs.