

Design Question 1: What is the professional doing to help establish and communicate learning goals, track progress, and celebrate success?

<p>Elements</p>	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual settings, parent and teacher interactions.</p>		
<p>Communicates a clear learning goal (1)</p>	<p>Lesson Plans Newsletters Meeting Notes/Minutes ePep Behavior Plans</p> <p>The Career Specialist models clear and appropriate communication skills.</p> <p>The Career Specialist assists in identifying short-term and long-term goals and in developing appropriate action plans.</p>		
<p>Establishes and monitors progress of stakeholders (2)</p>	<p>Pre-Post evaluations from interventions DATA Project Data Meeting Notes/Minutes ISS/SBIT minutes/notes Graduation rates/requirements ACE worksheets Graduation Plans</p> <p>The Career Specialist identifies gaps in students' learning and responds with appropriate interventions.</p>		

<p>Acknowledges and celebrates progress based on current status and knowledge gained relative to the learning goal (3)</p>	<p>Coordination of Recognition Ceremonies (Student of the Month, Honor Roll, Graduation, Scholarship Report, etc.)</p> <p>The Career Specialist supports, encourages, and provides feedback to promote student achievement.</p> <p>The Career Specialist consistently and proactively communicates high expectations for success and identifies ways in which students can meet those expectations.</p>		

Design Question 2: What is the professional doing to help stakeholders effectively interact with new knowledge?

<p>Elements</p>	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, or parent and teacher interactions.</p>		
<p>Begins session by explaining why information is important (6)</p>	<p>May be observed through multiple artifacts and multiple settings (at SBIT/ISS meetings, committee meetings, classroom presentations, parent workshops, staff trainings).</p> <p>The Career Specialist models clear and appropriate communication skills.</p> <p>Establishes appropriate goals depending on the situation or setting.</p> <p>Assists students in identifying short and long-term goals as appropriate.</p>		
<p>Organizes stakeholders to allow for processing of new information (7)</p>	<p>Calendar Lesson Plans Handouts Meeting Agendas Meeting Minutes Files/Brochures from Events</p> <p>The Career Specialist organizes, allocates, and</p>		

	<p>prioritizes the resources of time, space, and attention.</p> <p>The Career Specialist facilitates appropriate educational placement for students by coordinating referral procedures.</p>		
Provides activities to link new content (8)	<p>Lesson Plans Handouts Group Plans Schoolwide Activities</p> <p>The Career Specialist analyzes data, utilizes research-based interventions and activities to assist students in acquiring new attitudes, knowledge, and skills.</p>		
Breaks the information into small chunks (9)	<p>Lesson Plans Staff Trainings Meetings</p> <p>The Career Specialist designs presentations and interventions to achieve mastery by organizing and delivering information in understandable portions using strategies to facilitate integration of concepts.</p>		
Engages stakeholders in summarizing activities (10)	<p>Lesson Plans Staff Trainings Meeting Minutes/Agendas</p>		

	<p>The Career Specialist summarizes concepts and checks for understanding in meetings and presentations.</p>		
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Design Question 3: What is the professional doing to help stakeholders practice and deepen their understanding of new knowledge?			
Elements	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.</p>		
Uses specific strategies to review important information (11)	<p>Lesson Plans Handouts Presentations Staff Trainings Meeting Minutes/Agendas</p> <p>The Career Specialist reviews concepts in meetings and presentations and checks for understanding.</p>		
Groups stakeholders to facilitate practice and deepening of knowledge (12)	<p>Meeting Notes/Minutes Lesson Plans Presentations</p> <p>The Career Specialist differentiates individual and small-group settings, meetings, and presentations based on learning needs and individual differences.</p>		
Engages stakeholders in identifying and addressing barriers to progress and/or misconceptions (13)	<p>Mediation Notes Lesson Plans Parent/Teacher Conferences</p> <p>The Career Specialist provides opportunities and support to engage in problem solving and in investigating and analyzing concepts and</p>		

	<p>questions and checking for understanding.</p> <p>Career counseling includes strategies that challenge misconceptions and address new understanding.</p>		
<p>Engages stakeholders in examination of content (14)</p>	<p>Lesson Plans Meeting Minutes Trainings Presentations</p> <p>The Career Specialist engages all stakeholders in problem solving, higher-order thinking and discussions in multiple settings.</p>		

Design Question 4: What is the professional doing to help stakeholders generate and test hypotheses about new knowledge?

<p>Elements</p>	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.</p>		
<p>Interacts with stakeholders to determine needs (15 a)</p>	<p>DATA Project Needs Assessments Attendance at meetings Ticket Out the Door Presentations</p> <p>The Career Specialist collects and analyzes qualitative and quantitative data across school settings.</p>		
<p>Facilitates an activator so that the stakeholder's identify the importance of generating/testing a hypothesis or "why" statement (15 b)</p>	<p>Lesson Plans Parent Conference notes Meeting Minutes Presentations</p> <p>Career counseling and presentations include strategies that challenge misconceptions, test hypotheses, and lead students to question their understanding of concepts and issues.</p>		
<p>Indicates data-based decision making involving the problem solving process (15 c)</p>	<p>The Career Specialist actively participates and/or leads problem-solving meetings.</p> <p>The Career Specialist encourages students in using a decision-</p>		

	<p>making/problem-solving model and in developing effective coping skills for dealing with problems.</p>		
<p>Provides time, access, resources and guidance to stakeholders (16)</p>	<p>Calendar Career and Academic Planner Accountability Log DATA Project</p> <p>The Career Specialist maintains a climate of openness, inquiry, fairness, and support.</p> <p>The Career Counseling program consistently builds the career development of stakeholders.</p> <p>The Career Specialist assists stakeholders in acquiring the attitudes, knowledge, and skills necessary for lifelong learning and career readiness.</p>		

Design Question 5: What is the professional doing to engage stakeholders?			
Elements	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.</p>		
<p>Uses appropriate activities/learning aids and pacing techniques to engage stakeholders (17 a)</p>	<p>Lesson Plans Agendas Presentations</p> <p>The Career Specialist addresses the diverse needs of students by providing individual, small group, and classroom career counseling, consultation, and referrals as appropriate.</p> <p>The Career Specialist differentiates individual, small-group and classroom instruction based on student learning needs and individual differences in students.</p>		
<p>Monitors and adjusts to energy levels of stakeholders (17 b)</p>	<p>Meetings Presentations Student Supervision</p> <p>The Career Specialist consistently exhibits sensitivity, responsiveness, regard, and consideration when providing services to all stakeholders.</p>		

<p>Uses response rate techniques to maintain engagement (18)</p>	<p>The Career Specialist effectively monitors stakeholder engagement and works collaboratively with stakeholders to enhance outcomes.</p>		
<p>Uses cues (tone of voice, body position, level of excitement (19 a)</p>	<p>The Career Specialist maintains a climate of openness, inquiry, fairness, and support across settings.</p>		
<p>Adjusts energy level and makes personal connections to the content (19 b)</p>	<p>The Career Specialist integrates current information and understanding of student needs to enhance learning.</p>		
<p>Elicits and accepts varying perspectives and opinions on content, when appropriate (20)</p>	<p>The Career Specialist maintains a climate of openness, inquiry, fairness, and support.</p>		

Design Question 6: What is the professional doing to establish or maintain procedures?

<p>Elements</p>	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.</p>		
<p>Involves others when developing and maintaining routines (4)</p>	<p>Career and Academic Planner Schoolwide Behavior Plan SIP contribution Calendar Needs Assessment Schoolwide Activities</p> <p>The Career Specialist organizes, allocates, and prioritizes the resources of time, space, and attention across settings.</p>		
<p>Organizing the Physical Layout of the Classroom (5)</p>	<p>The Career Specialist organizes, allocates, and prioritizes the resources of time, space, and attention across settings.</p> <p>The Career Specialist sets up meeting rooms to facilitate the development of rapport with stakeholders.</p>		

Design Question 7: What is the professional doing to recognize and acknowledge adherence or lack of adherence to rules and procedures?

<p>Elements</p>	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.</p>		
<p>Makes eye contact with all stakeholders and physically occupies all quadrants of the environment (21 a)</p>	<p>The Career Specialist uses appropriate proximity and eye contact based on setting and stakeholder.</p>		
<p>Recognizes potential sources of disruption and deals with them immediately (21 b)</p>	<p>The counselor is aware of potential disruption and intervenes across settings.</p>		
<p>Provides fair and appropriate verbal, nonverbal and/or written feedback when rules and/or procedures are not followed (22)</p>	<p>The Career Specialist demonstrates effective communication skills and collaboration with teachers, families, and community stakeholders from a variety of backgrounds.</p>		
<p>Consistently and fairly acknowledges adherence to rules and procedures (23)</p>	<p>The Career Specialist adheres to school and district rules and the ethical standards of the profession.</p> <p>The Career Specialist fairly applies expectations of rules and procedures with</p>		

	stakeholders.		
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Design Question 8: What is the professional doing to establish and maintain effective relationships with stakeholders?

<p>Elements</p>	<p>Career Specialists: Career Specialists may be observed in multiple settings, i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.</p>		
<p>Engages in discussions with stakeholders about events/interest in their lives (24 a)</p>	<p>The Career Specialist consistently exhibits sensitivity, responsiveness, regard, and consideration in engaging with stakeholders.</p> <p>The Career Specialist maintains a climate of openness, inquiry, fairness, and support.</p>		
<p>Builds on stakeholders interests and demonstrates an understanding of their backgrounds (24 b)</p>	<p>The Career Specialist consistently exhibits sensitivity, responsiveness, regard, empathy, consideration, and cultural awareness in engaging with stakeholders.</p>		
<p>Compliments stakeholders regarding personal and academic accomplishments (25)</p>	<p>Recognition Ceremonies Scholarship Reports Honor Roll</p> <p>Expectations for the Career Specialist would be the same as teachers for this area.</p>		

<p>Uses humor, smiles, and proximity when appropriate (25)</p>	<p>Expectations for the Career Specialist would be the same as teachers for this area.</p>		
<p>Interacts with stakeholders in a calm controlled fashion (26 a)</p>	<p>Expectations for the Career Specialist would be the same as teachers for this area.</p>		
<p>Does not exhibit extremes in positive or negative emotions (26 b)</p>	<p>Expectations for the Career Specialist would be the same as teachers for this area.</p>		
<p>Communicates effectively with stakeholders (26 c)</p>	<p>Newsletters Meeting Notes/Minutes E-mails Letters</p> <p>The Career Specialist models clear and appropriate communication skills.</p> <p>The Career Specialist consistently exhibits sensitivity, responsiveness, regard, and consideration when providing services to all stakeholders.</p>		

Design Question 9: What is the professional doing to communicate high expectations for all stakeholders?

Elements	Career Specialists: Career Specialists may be observed in multiple settings , i.e. in meetings, trainings, classrooms, small group settings, individual sessions, parent and teacher interactions.		
Provides nonverbal indicators, indicating value and respect (27 a)	Expectations for the Career Specialist would be the same as teachers for this area.		
Provides verbal indicators of value and respect (27 b)	Expectations for the Career Specialist would be the same as teachers for this area.		
Breaks information/questions into smaller parts and adapts content/context to meet the needs of all stakeholders, as needed (28 a)	Lesson Plans Staff Trainings Meetings The Career Specialist designs interventions to achieve mastery by organizing and delivering information in understandable portions using strategies to facilitate integration of concepts.		
Corrects misunderstood information in a constructive and supportive manner (28 b)	The Career Specialist consistently exhibits sensitivity, responsiveness, regard, and consideration when providing services to all stakeholders.		

<p>Checks for understanding (28 c)</p>	<p>Lesson Plans Staff Trainings Meeting Minutes/Agendas</p> <p>The Career Specialist summarizes concepts and checks for understanding in meetings, presentations, and career planning.</p>		
<p>Clarifies information, as needed (28 d)</p>	<p>Lesson Plans Staff Trainings Meeting Minutes/Agendas</p> <p>The Career Specialist summarizes concepts and checks for understanding in meetings, presentations, and career planning.</p>		