



# ASCA-Certified School Counselor (ACSC) Portfolio Rubric



## SECTION 1: ANNUAL ADMINISTRATIVE CONFERENCE & CALENDARS (7 points)

The annual administrative conference is a formal discussion between school counselors and the supervising administrator.

**Required:**

- Upload completed and signed annual administrative conference template
- Upload completed annual calendar
- Upload completed use-of-time calculator (choose any week)

Descriptor – Earn 1 point if descriptors met (7 Points) (not required for Pathway 2; points automatically awarded)	Points
<p><b>Annual Administrative Conference</b> Annual administrative conference template is used and completed in full. *Please note: <i>You do NOT need to attach the classroom &amp; group Mindsets &amp; Behaviors action plan or the closing-the-gap action plan.</i> Annual student outcome goals are written in the annual student outcome goal format. Goal statement includes only: end date, target group with multiple descriptors that establish the criteria for inclusion in the goal, description of specific outcome to be changed (achievement, attendance, discipline), measure of change, baseline and target data. Conference was held and template signed by the school counselor and supervising administrator within the first two months of the school year.</p>	
<p><b>Annual Calendar</b> Annual calendar template is used and completed in full. All activities from classroom and group mindsets &amp; behaviors action plan, closing-the-gap action plan and school counseling program events are listed on the annual calendar with topics, dates and, if appropriate, time</p>	
<p><b>Use-of-Time Calculator</b> Use-of-time 5-day calculator template is used and completed in full. Classifications of activities align with the ASCA National Model definitions of direct and indirect services, program planning and school support, and non-school-counseling tasks.</p>	
<b>Total Points from SECTION 1 (out of 7)</b>	

## SECTION 2: LESSON PLAN (10 points)

The lesson plan provides details about what will be delivered, to whom it will be delivered, how it will be delivered and how student attainment of the objectives will be measured.

**Required:**

- Enter one completed classroom instruction or small-group lesson plan into the fillable form within the application
- Upload Mindsets & Behaviors pre-/post-assessment

Descriptor – Earn 1 point if descriptors met (10 points) (not required for Pathway 2; points automatically awarded)	Points
<p><b>Lesson Plan</b> Completed in full One ASCA Student Standard identified for each lesson plan The ASCA Student Standard identified on each lesson plan is operationalized through one or more measurable learning objective(s). Procedure components of lesson plans state and promote attainment of identified learning objectives Mindsets &amp; Behaviors pre-/post-assessment is included. Follow-up plans described</p>	
<p><b>Data Collection Plans</b> Participation data plan identifies expected number of students who will participate and planned length of lessons. Mindsets &amp; Behaviors data collection plan utilizes pre-/post-assessment. Mindsets &amp; Behaviors data assessment instrument(s) is designed to measure attainment of identified Mindsets &amp; Behaviors standards. Outcome data collection plan is connected to academic, attendance or disciplinary data.</p>	
<b>Total Points from SECTION 2 (out of 10)</b>	

## SECTION 3: RESULTS REPORT (15 points)

Results reports are designed to ensure school counseling programs are assessed for effectiveness and to inform decisions related to program improvement. These reports are an essential component of a data-informed school counseling program.

### Required:

- Enter one completed classroom instruction and small-group results report (from submitted classroom instruction or small-group lesson in Section 2) OR one closing-the-gap action plan/results report into the fillable form within the application
- Upload Mindsets & Behaviors data results graph
- Upload outcome data results graph

Descriptor – Earn 1 point if descriptors met (15 points)		Points
<p><b>If submitting a classroom instruction or small-group results report:</b></p> <p>Completed in full</p> <p>Participation data: Number of participants is identified.</p> <p>Participation data: Length of lessons/sessions is identified.</p> <p>Participation data: Number of lessons/sessions is identified.</p> <p>Mindsets &amp; Behaviors data: Pre-assessment data provided.</p> <p>Mindsets &amp; Behaviors data: Post-assessment data provided.</p> <p>Outcome data: Baseline data is included.</p> <p>Outcome data: Final data is included.</p> <p>Outcome data: Percent change is included.</p>	<p><b>If submitting a closing-the-gap action plan/ results report:</b></p> <p>Completed in full</p> <p>Goal statement(s) includes only: end date, target group with multiple descriptors that establish the criteria for inclusion in the goal, description of specific outcome to be changed (achievement, attendance, discipline), measure of change, baseline and target data</p> <p>Direct and Indirect student services identified and support the goal (minimum of two)</p> <p>Participation data: Number of participants is identified.</p> <p>Mindsets &amp; Behaviors data: Pre-assessment data provided.</p> <p>Mindsets &amp; Behaviors data: Post-assessment data provided.</p> <p>Outcome data: Baseline data is included.</p> <p>Outcome data: Final data is included.</p> <p>Outcome data: Percent change is included.</p>	
<p><b>Mindsets &amp; Behaviors Data Results At-A-Glance Bar Graph(s)</b></p> <p>Bar graph(s) provided</p> <p>Bar graph(s) includes title, labeled axes and data points</p> <p>Bar graph depicts pre/post average student responses for Likert-scale items or depicts pre/post percent correct for knowledge-based questions with data results represented side by side</p>		
<p><b>Outcome Data Results At-A-Glance Bar Graph</b></p> <p>Bar graph provided</p> <p>Bar graph includes title, labeled axes and data points</p> <p>Bar graph summarizes outcome baseline and final data with data results represented side by side</p>		
<b>Total Points from SECTION 3 (out of 15)</b>		
<b>TOTAL POINTS (out of 32)</b>		

To attain ASCA-Certified School Counselor status, portfolios must score at least 29 points.