



# ASCA-Certified School Counselor (ACSC) Portfolio Rubric



## SECTION 1: ANNUAL ADMINISTRATIVE CONFERENCE & CALENDARS (6 points)

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

Upload the following documents:

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

Descriptor – Earn 1 point if descriptors met (6 Points)	Points
<ul style="list-style-type: none"> <li>■ Annual administrative conference template is used and completed in full. <i>*Please note: You do NOT need to attach the classroom &amp; group Mindsets &amp; Behaviors action plan or the closing-the-gap action plan.</i> <ul style="list-style-type: none"> <li>● Annual student outcome goals are written in SMART goal format.</li> <li>● Conference was held and template signed by the school counselor and supervising administrator within the first two months of the school year.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>■ Annual calendar template is used and completed in full.           <ul style="list-style-type: none"> <li>● Includes classroom, group and closing-the-gap activities, and school counseling program events are listed on the annual calendar with topics, dates and, if appropriate, time.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>■ Use of Time Calculator template is used and completed in full.</li> </ul>	
<b>Total Points from SECTION 1 (out of 6)</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/competencies will be measured.

Upload the following documents:

- One completed lesson plan (classroom or group)
- Mindsets & Behaviors pre-/post-assessment

Descriptor – Earn 1 point if descriptors met (10 points)	Points
<ul style="list-style-type: none"> <li>■ Lesson plan template is used and completed in full.           <ul style="list-style-type: none"> <li>● No more than three ASCA Mindsets &amp; Behaviors are selected for individual lessons.</li> <li>● Lesson plan contains measurable learning objectives/competencies.</li> <li>● Learning objectives/competencies relate to selected ASCA Mindsets &amp; Behaviors.</li> <li>● Procedure components of lesson plan are clearly stated and support attainment of identified ASCA Mindsets &amp; Behaviors.</li> <li>● Mindsets &amp; Behaviors pre-/post-assessment is included.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>■ Data Collection Plans           <ul style="list-style-type: none"> <li>● Participation data plan identifies expected number of students who will participate and planned length of lessons.</li> <li>● Mindsets &amp; Behaviors data collection plan utilizes pre-/post-assessment.</li> <li>● Mindsets &amp; Behaviors data assessment instrument(s) is designed to measure attainment of identified Mindsets &amp; Behaviors standards.</li> <li>● Outcome data collection plan is connected to academic, attendance or disciplinary data.</li> </ul> </li> </ul>	
<b>Total Points from SECTION 2 (out of 10)</b>	

## SECTION 3: RESULTS REPORT (17 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.

### Upload the following documents:

- Completed classroom and group Mindsets & Behaviors results report (from submitted classroom or group lesson in Task 2) or closing-the-gap action plan/results report
- Mindsets & Behaviors data results graph
- Outcome data results graph

Descriptor – Earn 1 point if descriptors met (17 points)	Points
<ul style="list-style-type: none"> <li>■ Classroom and group Mindsets &amp; Behaviors results report (from submitted classroom or group lesson in Task 2) or closing-the-gap action plan/results report template is used.                             <ul style="list-style-type: none"> <li>● Participation data: Number of participants is identified.</li> <li>● Participation data: Length of lessons is identified.</li> <li>● Participation data: Number of lessons is identified.</li> <li>● Mindsets &amp; Behavior data: Pre-intervention data is provided.</li> <li>● Mindsets &amp; Behavior data: Post-intervention data is provided.</li> <li>● Outcome data: Baseline data is included.</li> <li>● Outcome data: Final data is included.</li> <li>● Outcome data: Percent change is included.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>■ Mindsets &amp; Behaviors data results graph(s) is provided.                             <ul style="list-style-type: none"> <li>● Graph(s) includes title, labeled axes and data points.</li> <li>● Graph(s) depicts average student responses on ASCA Mindsets &amp; Behaviors data collected before and after lessons/unit.</li> <li>● Graph(s) conveys impact on students at a glance.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>■ Outcome data results graph(s) is provided.                             <ul style="list-style-type: none"> <li>● Graph(s) includes title, labeled axes and data points.</li> <li>● Graph(s) summarizes outcome baseline and final data.</li> <li>● Graph(s) conveys impact on students at a glance.</li> </ul> </li> </ul>	
<b>Total Points from SECTION 3 (out of 17)</b>	
<b>TOTAL POINTS (out of 33)</b>	

To attain ASCA-Certified School Counselor status, portfolios must score at least 30 points.