

## MENU ITEMS FOR GUIDANCE COUNSELORS

1. **Portfolio** – A portfolio is a collection of materials illustrating the development of a professional employee's goals. These goals are determined in collaboration with the evaluator. A written statement of purpose should be presented prior to the implementation of the portfolio and an evaluation narrative should accompany the portfolio in its finished form.
2. **Reflective Journal** – This journal is a compilation of data gathered by the professional employee with a specific objective and a time span determined in collaboration with a designated administrator. A written statement of purpose should be presented prior to implementation of the journal and an evaluative summary should be included at final conference.
3. **Peer Collaboration** – Peer collaboration exists when two professional employees work together for the purpose of improving professional skills. A written statement of purpose should be submitted prior to implementation. Both professional employees will submit a summative evaluation.
4. **Mentoring** – Mentoring occurs when a professional employee supervises a counseling intern.
5. **Professional Activities** – These are defined as participation in activities designed to implement SAU, district and personal professional goals. The appropriateness will be determined with the designated administrator. Examples of such activities may include: committee work, course work, school visitations, workshops and conferences.
6. **Case Study** – This is a compilation of data gathered by the professional employee on a student/students for the purpose of improving professional skills. A written statement of purpose should be presented prior to implementation of the case study and an evaluation summary shall be included at the final conference.
7. **Individual Plan** – The professional employee and the designated administrator will develop this plan of individual study jointly.
8. **Formal Observations** – The professional employee and the designated administrator will agree upon an observation time. Both a pre-conference and a post conference will be held and the designated administrator will provide written feedback within one week from the time of the observation. A copy of the observation will be placed in the professional employee's personnel file at the SAU office.