**Appendix B**

**CARTER COUNTY COUNSELORS**

**REFLECTIVE PRACTICE & PROFESSIONAL GROWTH PLANNING TEMPLATE**



|  |  |
| --- | --- |
| **Teacher** |  |
| **School** |  |
| **Grade Level/Subject(s)** |  |

**Part A: Initial Reflection – Establishing Priority Growth Needs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Component:** | **Rating:** | | | | | **Evidence** |
| *1A -* Demonstrating knowledge of counseling theory and techniques | I | D | A | | E |  |
| *1B -* Demonstrating knowledge of child and adolescent development | I | D | A | | E |  |
| *1C* - Establishing goals for the counseling program appropriate to the setting and the students served | I | D | A | | E |  |
| *1D -* Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district | I | D | A | | E |  |
| *1E -* Plan in the counseling program integrated with the regular school program | I | D | A | | E |  |
| *1F -* Developing a plan to evaluate the counseling program | I | D | A | | E |  |
| *2A -* Creating an environment of respect and rapport | I | D | A | | E |  |
| *2B -* Establishing a culture for productive communication | I | D | A | | E |  |
| *2C -* Managing routines and procedures | I | D | A | | E |  |
| **Component:** | **Rating:** | | | | | **Evidence** |
| *2D -* Establishing standards of conduct and contributing to the culture for student behavior throughout the school | I | D | A | E | |  |
| *2E -* Organizing physical space | I | D | A | E | |  |
| *3A -* Assessing student needs | I | D | A | E | |  |
| *3B -* Assisting students and teachers in the formulation of academic personal social and career plans based on knowledge of student needs | I | D | A | E | |  |
| *3C -* Using counseling text makes an individual and classroom programs | I | D | A | E | |  |
| *3D -* Brokering resources to meet needs | I | D | A | E | |  |
| *3E -* Demonstrating flexibility and responsiveness | I | D | A | E | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *4A -* Reflecting on practice | I | D | A | E |  |
| *4B -* Maintaining records and submitting them in a timely fashion | I | D | A | E |  |
| *4C -* Communicating with families | I | D | A | E |  |
| *4D -* Participating in a professional community | I | D | A | E |  |
| *4E -* Engaging in professional development | I | D | A | E |  |

**Identify area/areas of focus for the PGP**

**Part B: Connecting Priority Growth Needs to Professional Growth Planning**

**Professional Growth Goal:**

 What do I want to change about my instruction that will effectively impact student learning?

 What is my personal learning necessary to make that change?

 What are the measures of success?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Plan** | | | | |
| **Professional Learning** | **Resources/Support** | **Documentation** | **Evidence of**  **Growth** | **Targeted**  **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Part C: On-going Reflection – Progress toward Professional Growth Goal – To be completed**

**during at least one post conference session.**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Status of Professional Growth Goal:** | **Revisions/Modifications:** |
|  |  |  |
|  |  |  |

**Part D: Summative Reflection- Level of Attainment for Professional Growth Goal - To be completed at the end of each year.**

|  |  |
| --- | --- |
| **Date:** | **End of Year Reflection:** |
|  |  |

**Next Steps:**

|  |  |
| --- | --- |
| **Counselor Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |