



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.

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 (6 Points) (not required for Pathway 2; points automatically awarded)	Points
<p>Annual Administrative Conference Annual administrative conference template is used and completed in full. <i>*Please note: You do NOT need to attach the classroom & group Mindsets & Behaviors action plan or the closing-the-gap action plan.</i> Annual student outcome goals are written in the annual student outcome goal format. Conference was held and template signed by the school counselor and supervising administrator within the first two months of the school year.</p>	
<p>Annual Calendar Annual calendar template is used and completed in full. 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.</p>	
<p>Use-of-time 5-day calculator template is used and completed in full.</p>	
Total Points from SECTION 1 (out of 6)	

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.

Required:

- Enter one completed classroom or 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>Lesson Plan Completed in full 1-2 ASCA Student Standards identified for individual lessons. The ASCA Student Standard identified on each lesson plan is operationalized through one or more measurable learning objectives. Learning objective(s) promotes attainment of selected ASCA Student Standard. Procedure components of lesson plan clearly support attainment of identified ASCA Student Standard. Mindsets & Behaviors pre-/post-assessment is included.</p>	
<p>Data Collection Plans Participation data plan identifies expected number of students who will participate and planned length of lessons. Mindsets & Behaviors data collection plan utilizes pre-/post-assessment. Mindsets & Behaviors data assessment instrument(s) is designed to measure attainment of identified Mindsets & Behaviors standards. Outcome data collection plan is connected to academic, attendance or disciplinary data.</p>	
Total Points from SECTION 2 (out of 10)	

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.

Required:

- Enter one completed classroom and group results report (from submitted classroom or group lesson in Section 2) or 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 – <i>Earn 1 point if descriptors met (17 points)</i>	Points
<p>Classroom and group results report (from submitted classroom or group lesson in Task 2) or closing-the-gap action plan/results report</p> <p>Completed in full</p> <p>Participation data: Number of participants is identified.</p> <p>Participation data: Length of lessons is identified.</p> <p>Participation data: Number of lessons is identified.</p> <p>Mindsets & Behavior data: Pre-intervention data is provided.</p> <p>Mindsets & Behavior data: Post-intervention data is 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>Mindsets & Behaviors data results graph(s)</p> <p>Graph provided</p> <p>Graph(s) includes title, labeled axes and data points.</p> <p>Graph(s) depicts average student responses on ASCA Mindsets & Behaviors data collected before and after lessons/unit.</p> <p>Graph(s) conveys impact on students at a glance.</p>	
<p>Outcome data results graph(s)</p> <p>Graph provided</p> <p>Graph(s) includes title, labeled axes and data points.</p> <p>Graph(s) summarizes outcome baseline and final data.</p> <p>Graph(s) conveys impact on students at a glance.</p>	
Total Points from SECTION 3 (out of 17)	
TOTAL POINTS (out of 33)	

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