

**Standard VII: Resource Counselors are committed to students and staff through effective school and department leadership.**

*Performance Criteria*

- A. The resource counselor serves as a counselor role model, assisting and supporting counselors in all aspects of the school counseling program.
  - Assists counselors with strategies relative to the delivery of school counseling services
  - Apprises counselors of changes in the school counseling program
  - Supervises implementation of the school counseling program
  - Assists in the implementation of programs and practices for improving student achievement and school climate
  - Works with the administration and the department to orient students to standardized assessments
- B. The resource counselor supports the development of professional learning communities within the department, school, cluster and county.
  - Facilitates collaboration between professional and supporting services members of the department
  - Facilitates intra-departmental discussion on student achievement, counseling program, etc.
  - Helps foster cohesive, cooperative interpersonal relationships within the department
  - Participates in the planning of school staff development activities and promotes such activities in the department
  - Helps foster collaboration between counselors within the cluster
  - Helps foster collaboration between resource counselors within MCPS
- C. The resource counselor observes and analyzes counseling practices and related data to support the professional growth of counselors and other department members.
  - Observes counselors both formally and informally
  - Writes observations for both professional and supporting services counseling department staff according to MCPS standards
  - Meets with counselors and supporting services staff to discuss observations and offers suggestions as needed
  - Analyzes data to help counselors and supporting services staff improve areas of program delivery as needed
  - Focuses upon the professional needs of new counselors and other department members
- D. The resource counselor collaborates with other resource teachers, department chairs, and members of the leadership team in design, implementation and evaluation of programs.
  - Helps to design and implement the Local School Improvement Plan and the departmental strategic plan
  - Serves as an active participant in leadership team meetings and implementation of goals throughout the school year

- Dialogues with consulting counselors and mentors assigned to counselors within the department
- E. The resource counselor takes a leadership role in the identification, acquisition, and distribution of resources for the school counseling program.
- Works with the school financial office and the School Counseling Services Unit to order instructional and other materials for the department
  - Manages the departmental budget
  - Solicits suggestions from departmental members relative to instructional and other materials orders
- F. The resource counselor works with school staff to create the master schedule, which meets program and student needs.
- Coordinates the articulation and registration processes
  - Advises the administration and other school departments relative to student scheduling needs and the implications of scheduling decisions
  - Assists the administration and other school departments in ensuring that a challenging curriculum and proper courses are offered in the school
  - Assists the administration in the development of the school master schedule in such a way that it meets student needs
  - Assists counselors, students and teachers in determining the most appropriate placement for students
  - Assists with the hiring of new counselors and supporting services members of the department
- G. The resource counselor serves as a liaison to gather and disseminate information between and among department members, school administrators, and the coordinator of school counseling services.
- Attends all appropriate county and school meetings, and shares information from these meetings with the department
  - Works with members of the School Counseling Service Unit to keep current on counseling trends and issues
  - Holds department meetings regularly
  - Meets frequently with administrators to discuss school counseling issues
  - Meets as needed in student/counselor, student/teacher, and parent/teacher conferences