

COUNSELOR TRAINING COMPETENCIES

Counselor Trainee _____

Date Training Began _____

PART I. COUNSELING RESPONSIBILITIES

COMPETENCE IN COUNSELING	DEMONSTRATED
1. Makes effective use of preparation time by reviewing student history prior to the appointment and researches problems brought by students. a. Navigating Banner, SARS, RoadRunner Connect, Degree Works	
2. Is willing and able to either find answers to problems brought by students or to direct them to other sources of information.	
3. Knows when to make a referral of the student to another campus resource for help. (Does not attempt to counsel in areas for which he/she is unprepared or to handle personal problems beyond the scope of the college counselor).	
4. Is knowledgeable of student support services available at the college, e.g., Financial Aid, Psychological Services, EOPS, DSPS.	
5. Academic/Progress Probation & Dismissal a. Ability to explain each level and type b. What contributed to being placed on probation c. Process to be reinstated and/or appeal d. Consequences for probationary status	
6. Is knowledgeable in district and college policies and requirements affecting students. a. Matriculation Requirements or Exemption b. Math and English Placement, Support Courses c. Advance Placement, International Baccalaureate, Military Credit d. Prerequisite Clearance, Prerequisite/Corequisite Challenge e. Course Repetition f. Area of Interest, Major Change g. Academic Renewal h. Pass/No Pass, Incomplete i. Pass Alongs and Course Substitutions	
7. Knows graduation requirements for the college. a. GE Patterns – Local, CSU, IGETC b. Majors Requirements c. ADT Requirements d. Graduation Petition	
8. Is knowledgeable regarding requirements at the college and universities. a. ASSIST b. Major Prep c. Transferrable Units, Calculating GPA d. Private/Independent Colleges & Universities	
9. Is knowledgeable of the CTE programs (AA, AS, Cert, BS) at the college.	
10. Has the ability to assist students in major/career exploration through values, skills, and interests. Provides appropriate referrals to career resources and	
11. Is knowledgeable about current trends and recent developments in the field of counseling. a. AB705 b. Guided Pathways	
12. Presents ideas clearly when explaining concepts to students and peers.	

COUNSELOR TRAINING COMPETENCIES

13. Demonstrates listening skills through attentiveness and ability to convey understanding of views expressed.	
14. Shows evidence of ability of understanding perspective of students and peers.	
15. Is able to assist individuals in defining the problem or concern.	
16. Demonstrates acceptance of other individuals.	
17. Adheres to the principles of confidentiality.	

RELATIONS WITH STUDENTS:	DEMONSTRATED
1. Establishes rapport with students. (Is friendly, sincere, and shows an interest in their problems.)	
2. Provides adequate privacy for the counseling appointment.	
3. Provides an opportunity for student to express needs and concerns.	
4. Creates an atmosphere which enables students to feel comfortable.	
5. Gives students an opportunity to follow-up.	
6. Focuses attention on students during the session.	
7. Adequately addressing students' needs given the time limitations of express counselling and conveying the students.	

PART II. OTHER AREAS OF ATTENTION

DEVELOPMENT OF COMPETENCIES	DEMONSTRATED
1. Keeps current in the counseling field by professional reading, attending conferences, or participating in other professional activities.	
2. Accepts constructive feedback in a professional manner.	
3. Seeks feedback and suggestions on how to improve.	
4. Makes an effort to improve by being seeking new counseling experiences.	

MEETING RESPONSIBILITES	DEMONSTRATED
1. Maintains regularly scheduled office hours.	
2. Is on time for counseling appointments.	
3. Is available for walk-in appointments according to schedule.	
4. Schedules follow-up appointments when extra time is need by one student so that other students are not unduly kept waiting for their appointments.	
5. Maintains required records and submits required reports on time.	
6. Is self-motivated to perform assigned duties.	
7. Has the initiative and good judgment necessary to successfully resolve counseling problems with minimum supervision.	
8. Is willing and able to serve effectively on special assignments such as campus or district committees, articulation committees, group counseling, counseling classes, speaking to high school students, curriculum committees, etc.	
9. Effectively carries out established department programs as assigned, i.e., basic skills, honors, nursing, probation, etc.	
10. Makes an effort to work with faculty members on student concerns.	
11. Participates in evaluation of self and departmental practices.	

RELATIONSHIPS WITH COLLEGE/COLLEAGUES	DEMONSTRATED
1. Demonstrates constructive attitude of cooperation with associates, both certificated and classified.	
2. Uses appropriate channels for communication dissatisfaction, as well as for making positive suggestions.	

COUNSELOR TRAINING COMPETENCIES

3. Accepts suggestions and constructive criticism from colleagues and supervisors.	
4. Attends regularly all departmental, committee, and college-wide meetings.	
5. Cooperates with colleagues in planning and implementing counseling and other educational projects.	

PROMOTION OF STUDENT EQUITY	DEMONSTRATED
1. Cultural competency in counseling and instruction	
2. Is knowledgeable of issues facing unrepresented students	
3. Is <u>sensitive</u> to student experiences as it relates to race, culture, socio-economic status, ability, sex & gender, immigration status and the many other intersecting identities of our diverse student population.	
4. Employs counseling and classroom practices that do not disproportionately impact one particular student population.	

PROFESSIONAL GROWTH

1. Describe commendations of this counselor.

2. Identify competencies in which the counselor can improve or did not have the opportunity to demonstrate.

3. I recommend that this counselor:

- a. ___ continue in Counselor training
- b. ___ proceed to counseling students 1 on 1, with an understanding that consultation from Counselors is available at any time.

**Quality checks* will be conducted by reviewing counselor notes and applicable documentation (digital or hardcopy) to ensure students are appropriately advised/counseled.

FT Counselor (print)

Date