



Exchange Conference Report Form

School Counselor _____ School _____

Exchange Conference Date _____ Probationary Period From _____ To _____

Tenured: ☐ Yes ☐ No

Evaluation Option ☐ _____

Review of Evaluation Criteria: Please circle the criteria which were discussed at the Exchange Conference.

I. Informed Decision Making

A. Student Development

School counselors shall demonstrate knowledge of student development, an understanding and appreciation of diversity, and the regular application of developmentally appropriate strategies in working with students and teachers.

B. Planning

The school counselor will demonstrate a thorough knowledge of the curriculum in order to assist parents and students with academic issues, plan for academic transitions, and help students and parents recognize academic strengths and weaknesses.

C. Understanding

School counselors will demonstrate the use of appropriate techniques and strategies while working with students, helping them discover their unique interests, aptitudes, and talents in support of their educational goals.

II. Communication

A. Forums

School counselors will organize and facilitate opportunities for parents, students, and teachers to exchange information on student performance, educational planning, and career opportunities.

II. Communication – contd.

B. Information Dissemination

The school counselor will demonstrate the ability to understand and utilize information from academic assessments, standardized tests, and other sources of information as warranted.

C. Instructional Delivery

The school counselor will demonstrate the delivery of the SCSD career education curriculum, using interactive and developmentally appropriate strategies resulting in a high level of student involvement and learning.

III. Professional Responsibilities

A. Collaboration

The school counselor shall demonstrate that he or she develops collaborative relationships with students, teachers, parents, administrators, and community resources to meet the educational, social, and emotional needs of students.

B. Professional Qualities

School counselors are expected to practice and promote ethical and professional behavior to positively contribute to their own school and reflect positively upon the professionalism of the Syracuse City School District.

C. Reflective and Responsive Practice

The school counselor shall engage in reflective and responsive activities that will contribute to their individual growth plan.

Signature of Administrator

Date

Signature of School Counselor

Date