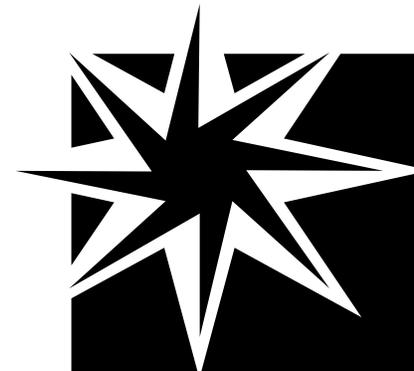


1 = never 2 = rarely 3 = occasionally 4 = frequently 5 = routinely	ACTUAL	PREFER
Attend professional development activities (e.g., state conferences, local in-services)		
Coordinate with an advisory team to analyze and respond to school counseling program needs		
Formally evaluate student progress as a result of participation in individual/group counseling from student, teacher and/or parent perspectives		
Conduct needs assessments and counseling program evaluations from parents, faculty and/or students		
Coordinate orientation process / activities for students		
“Other” Activities		
Participate on committees within the school		
Coordinate the standardized testing program		
Organize outreach to low income families (i.e., Thanksgiving dinners, Holiday families)		
Respond to health issues (e.g., check for lice, eye screening, 504 coordination)		
Perform hall, bus, cafeteria duty		
Schedule students for classes		
Enroll students in and/or withdraw students from school		
Maintain/Complete educational records/reports (cumulative files, test scores, attendance reports, drop-out reports)		
Handle discipline of students		
Substitute teach and / or cover classes for teachers at your school		

The School Counselor Activity Rating Scale



Please reference:

Scarborough, J. L. (2005). The School Counselor Activity Rating Scale: An instrument for gathering process data. *Professional School Counseling*, 8, 274-283.

Developed by: Janna L. Scarborough, Ph.D., NCC, NCSC, ACS

School Counseling Activity Rating Scale

Below is a list of functions that may be performed by school counselors.
 In **Column 1**, please write the number that indicates the frequency with which you ACTUALLY perform each function.
 In **Column 2**, please write the number that indicates the frequency with which you would PREFER to perform each function.

Please place the corresponding number in each box.

- Ratings: 1 = I never do this; I would prefer to never do this
 2 = I rarely do this; I would prefer to rarely do this
 3 = I occasionally do this; I would prefer to occasionally do this
 4 = I frequently do this; I would prefer to frequently do this
 5 = I routinely do this; I would prefer to routinely do this

1 = never 2 = rarely 3 = occasionally 4 = frequently 5 = routinely	ACTUAL	PREFER
Counseling Activities		
Counsel with students regarding personal/family concerns		
Counsel with students regarding school behavior		
Counsel students regarding crisis/emergency issues		
Counsel with students regarding relationships (e.g., family, friends, romantic)		
Provide small group counseling addressing relationship/social skills		
Provide small group counseling for academic issues		
Conduct small groups regarding family/personal issues (e.g., divorce, death)		
Conduct small group counseling for students regarding substance abuse issues (own use or family/friend use)		
Follow-up on individual and group counseling participants		
Counsel students regarding academic issues		
Consultation Activities		
Consult with school staff concerning student behavior		
Consult with community and school agencies concerning individual students		
Consult with parents regarding child/adolescent development issues		
Coordinate referrals for students and/or families to community or education professionals (e.g., mental health, speech pathology, medical assessment)		

1 = never 2 = rarely 3 = occasionally 4 = frequently 5 = routinely	ACTUAL	PREFER
Assist in identifying exceptional children (special education)		
Provide consultation for administrators (regarding school policy, programs, staff and/or students)		
Participate in team / grade level / subject team meetings		
Curriculum Activities		
Conduct classroom activities to introduce yourself and explain the counseling program to all students		
Conduct classroom lessons addressing career development and the world of work		
Conduct classroom lessons on various personal and/ or social traits (e.g., responsibility, respect, etc.)		
Conduct classroom lessons on relating to others (family, friends)		
Conduct classroom lessons on personal growth and development issues		
Conduct classroom lessons on conflict resolution		
Conduct classroom lessons regarding substance abuse		
Conduct classroom lessons on personal safety issues		
Coordination Activities		
Coordinate special events and programs for school around academic, career, or personal/social issues (e.g., career day, drug awareness week, test prep)		
Coordinate and maintain a comprehensive school counseling program		
Inform parents about the role, training, program, and interventions of a school counselor within the context of your school		
Conduct or coordinate parent education classes or workshops		
Coordinate school-wide response for crisis management and intervention		
Inform teachers / administrators about the role, training, program, and interventions of a school counselor within the context of your school.		
Conduct or coordinate teacher in-service programs		
Keep track of how time is being spent on the functions that you perform		

Continued...