



An Affiliate of the American School Counselor Association

# Guam School Counselor of the Year

## PROFESSIONAL CONDUCT RATING SCALE FORM

(To be filled out by the person making the recommendation.)

**Applicant Name:** \_\_\_\_\_

**Recommended By:** \_\_\_\_\_

Please rate the applicant on the following traits and indicate your rating on the box provided. Your experience with the applicant will determine his/her personal and ethical conduct rating for Criteria 5.

**Basic (1)      Proficient (2)      Exemplary (3)**

PERSONAL SKILLS		SCORE
<b>ATTITUDE</b>	Approaches work with a winning attitude every day.	
	Presents a positive outlook, even when times are tough.	
	Shows a willingness to work and performs all jobs, the easy and the hard.	
	Makes an effort to be positive with others.	
<b>ATTENDANCE</b>	Recognizes the value of timeliness and punctuality.	
	Shows consistent attendance at work and refrains from being absent.	
	Shows consistent timely arrival to work.	
	Comes to work 100% prepared.	
<b>APPEARANCE</b>	Dresses appropriately for work and wears what the educational institution defines as the appropriate dress code.	
	Understands the impact that appearance has on the image of the educational institution.	
	Recognizes that appearance is more than just the clothes worn, but also applies to how one acts. Therefore, he/she exercises tact and is mindful of what he/she says and how he/she reacts to a situation.	
	Produces quality work that is thorough and accurate.	
<b>AMBITION</b>	Takes the initiative to learn more about his/her job and how he/she can be effective in his/her roles.	
	Establishes long-term goals, works toward them and, ultimately achieves those goals.	



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	Demonstrates increased productivity by accomplishing more than the bare minimum.	
	Identifies obstacles that are getting in the way of success and finds ways to overcome them.	
<b>INTERPERSONAL SKILLS</b>		
<b>ACCEPTANCE</b>	Is willing to learn, and has the ability to change for the better.	
	Cooperates well with others.	
	Accepts positive or negative feedback, and constructive criticism.	
	Shows respect to administrators and colleagues.	
<b>APPRECIATION</b>	Demonstrates exceptional interactions with the educational community.	
	Is willing to learn new things and overcome differences and conflict.	
	Is gracious and shows genuine gratitude towards others.	
	Treats students in a way that lets them know that they are respected and heard.	
<b>ACCOUNTABILITY</b>	Sets standards for his/her own actions and follows the rules, even when no one is looking.	
	Accounts for programs and activities, takes responsibility for them, and shares the results with stake holders.	
	Maintains honesty and integrity, even when he/she makes a mistake.	
	Has built a reputation of trust and accountability.	
<b>ETHICAL CONDUCT</b>		
<b>RESPONSIBILITY TO STUDENTS</b>	Promotes awareness of school counselor's ethical standard and legal mandates regarding confidentiality.	
	Collaborates with school community to create a culture of post-secondary readiness.	
	Collaborates with school community when student assistance is needed.	
	Establishes and maintains appropriate professional relationships with students at all times.	
<b>RESPONSIBILITY TO PARENTS</b>	Establishes a collaborative relationship with parents/guardians to facilitate students' maximum development.	
	Respects the confidentiality of parents/guardians as appropriate and in accordance with the student's best interests.	



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	Adheres to laws and ethical practices when assisting parents/guardians experiencing difficulties interfering with the student's welfare.	
	Respects the rights and responsibilities of parents/guardians.	
<b>RESPONSIBILITY TO SCHOOL</b>	Develops and maintains professional relationships with the school community to support students.	
	Serves as a role model and ethical consultant to others.	
	Works responsibly to remedy work environment and conditions that do not reflect the ethics of the profession.	
	Advocates for equitable school counseling program policies and practices for all students and stakeholders.	
<b>RESPONSIBILITY TO SELF</b>	Adheres to ethical standards of the profession and other official policy statements, school board policies and relevant laws.	
	Monitors his/her emotional and physical health and practice wellness to ensure optimal professional effectiveness.	
	Monitors personal behaviors and maintains a high standard of care on and off the job.	
	Works toward a school climate that embraces diversity and promotes academic, career, and social/emotional development.	
	<b>TOTAL</b>	<b>/11=</b>