

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.)

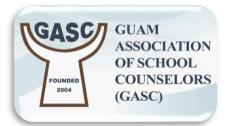
Applicant Name: ______

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)

		SCORE
	PERSONAL SKILLS	
ATTITUDE	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.	
ATTENDANCE	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.	
APPEARANCE	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.	
AMBITION	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.	

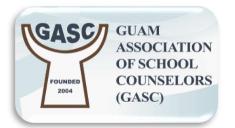


Guam School Counselor

of the Year

An Affiliate of the American School Counselor Association

	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.	
	inds ways to overcome them.	
	INTERPERSONAL SKILLS	
ACCEPTANCE	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.	
	Demonstrates exceptional interactions with the educational	
	community.	
	Is willing to learn new things and overcome differences and	
APPRECIATION	conflict.	
	Is gracious and shows genuine gratitude towards others.	
	Treats students in a way that lets them know that they are	
	respected and heard.	
	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	
ACCOUNTABILITY	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.	
	Promotes awareness of school counselor's ethical standard and	
	legal mandates regarding confidentiality.	
	Collaborates with school community to create a culture of post-	
RESPONSIBILITY TO	secondary readiness.	
STUDENTS	Collaborates with school community when student assistance is	
0.00Litio	needed.	
	Establishes and maintains appropriate professional	
	relationships with students at all times.	
	Establishes a collaborative relationship with parents/guardians	
RESPONSIBILITY TO PARENTS	to facilitate students' maximum development.	
	Respects the confidentiality of parents/guardians as	
	appropriate and in accordance with the student's best	
	interests.	



Guam School Counselor

of the Year

An Affiliate of the American School Counselor Association

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