1. Record Nr. UNINA9910797304903321 Autore Shelton Carla F. **Titolo** Best practices for effective secondary school counselors / / Carla F. Shelton, Edward L. James; acquisitions editorc Robert D. Clouse; copy editor Diana Breti; cover designer Michael Dubowe Thousand Oaks, California:,: Corwin Press,, 2005 Pubbl/distr/stampa ©2005 **ISBN** 1-4833-6115-2 1-4833-6332-5 Descrizione fisica 1 online resource (257 p.) Disciplina 373.14 Counseling in secondary education - United States Soggetti Student counselors - United States Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia "A Joint Publication American School Counselor Association." Note generali Nota di bibliografia Includes bibliographical references and index. ""Cover""; ""Contents""; ""Preface""; ""Acknowledgments""; ""About the Nota di contenuto Authors"": ""Chapter 1 - Best Practice 1: Use Data to Evaluate Program Effectiveness and Plan for Continuous Improvement""; ""Section 1: Review the School Counseling Plan""; ""Section 2: Develop a School Profile""; ""Section 3: Obtain Stakeholder Perspectives""; ""Section 4: Create a Self-Evaluation Instrument""; ""Section 5: Formulate a Counseling Program Action Plan""; ""Chapter 2 - Best Practice 2: Design and Implement a Comprehensive Advisement System""; ""Section 1: A Schoolwide Advisement Program"" ""Section 2: An Individual Advisement Program""""Section 3: A Rising Ninth-Grade Advisement Program""; ""Chapter 3 - Best Practice 3: Design and Implement an Extensive Career Education Program""; ""Section 1: Basic Principles of Career Development""; ""Section 2: Design Appropriate Career Development Plans for Middle and High School Students""; ""Section 3: Design and Implement a Comprehensive Career Center""; ""Section 4: Career Portfolios for Students""; ""Chapter 4 - Best Practice 4: Create Transition Programs That Prepare Students

""Section 1: A Keystone Program for Rising Ninth-Grade Students"""
Section 2: A Credit Recovery Program for High School Students"":

for Success""

""Section 3: A Capstone Program for Twelfth-Grade Students""; ""Chapter 5 - Best Practice 5: Establish and Maintain Communication with the School Community""; ""Section 1: Establishing Communication""; ""Section 2: Maintaining Communication""; ""Chapter 6 - Best Practice 6: Design a Personal Plan for Professional Development""; ""Appendix A: Stress Management for Secondary School Counselors""; ""Appendix B: Writing Effective Letters of Recommendation"" ""Form B 1: Student Recommendation Worksheet"""Form B 2: School Profile""; ""Resource B3: Tips for Writing Effective Letters of Recommendation""; ""Resource B4: Word Bank of Adjectives"";

""Resource B5a: Sample Letters 1""; ""Resource B5b: Sample Letters 2""; ""Resource B5c: Sample Letters 3""; ""Resource B5d: Sample Letters 4"";

""Resource B5e: Sample Letters 5""; ""References""; ""Index""

Sommario/riassunto

Written from the perspective of a practicing, certified counselor, this guide contains essential information needed to smoothly transition from service-based to program-based counseling.