

# SUGGESTIONS FOR COUNSELOR SUPERVISION OF CAREER SPECIALIST/CDF

## Orientation

- Provide information, resources (as needed)
  1. District and school policies, procedures
  2. Guidance Department policies, procedures
  3. School and community personnel, contacts
  4. Comprehensive Developmental Guidance and Counseling Program Model, emphasis on three domains
- Model **Partnership** in introductions of Career Specialist to students, parents, faculty, etc.

## Communication

- Meet on a regular basis (weekly)
- Establish two-way communication re: weekly, quarterly, annual plans, goals, evaluation, calendar, etc.
- Define procedures to track data, complete SCDE accountability reports (two/year)
- 'Check in' informally re: challenges and triumphs
- Encourage professional development opportunities
- Emphasize **Partnership** of counselors and career specialists in program delivery
- Maintain focus on student need and student success

## Definition of Roles/Responsibilities/Program

Meet with Career Specialist

- Review 13 Duties of Career Specialists (Section 59-59-105)
- Review Ethical Standards for Global Career Development Facilitators
- Review career component of Comprehensive Guidance and Counseling Program
- Define all career related activities and programs used in previous year(s)
- Survey students re: their career exploration, knowledge, needs, etc.
- Gather all information, compare with list of 13 Duties for GCDF
- Outline goals and objectives for updated career program, aligned with the 13 Duties, time-line, individual responsibilities, accountability procedures, etc.