# *OSCAR*

# Ohio School Counselor Accountability Report
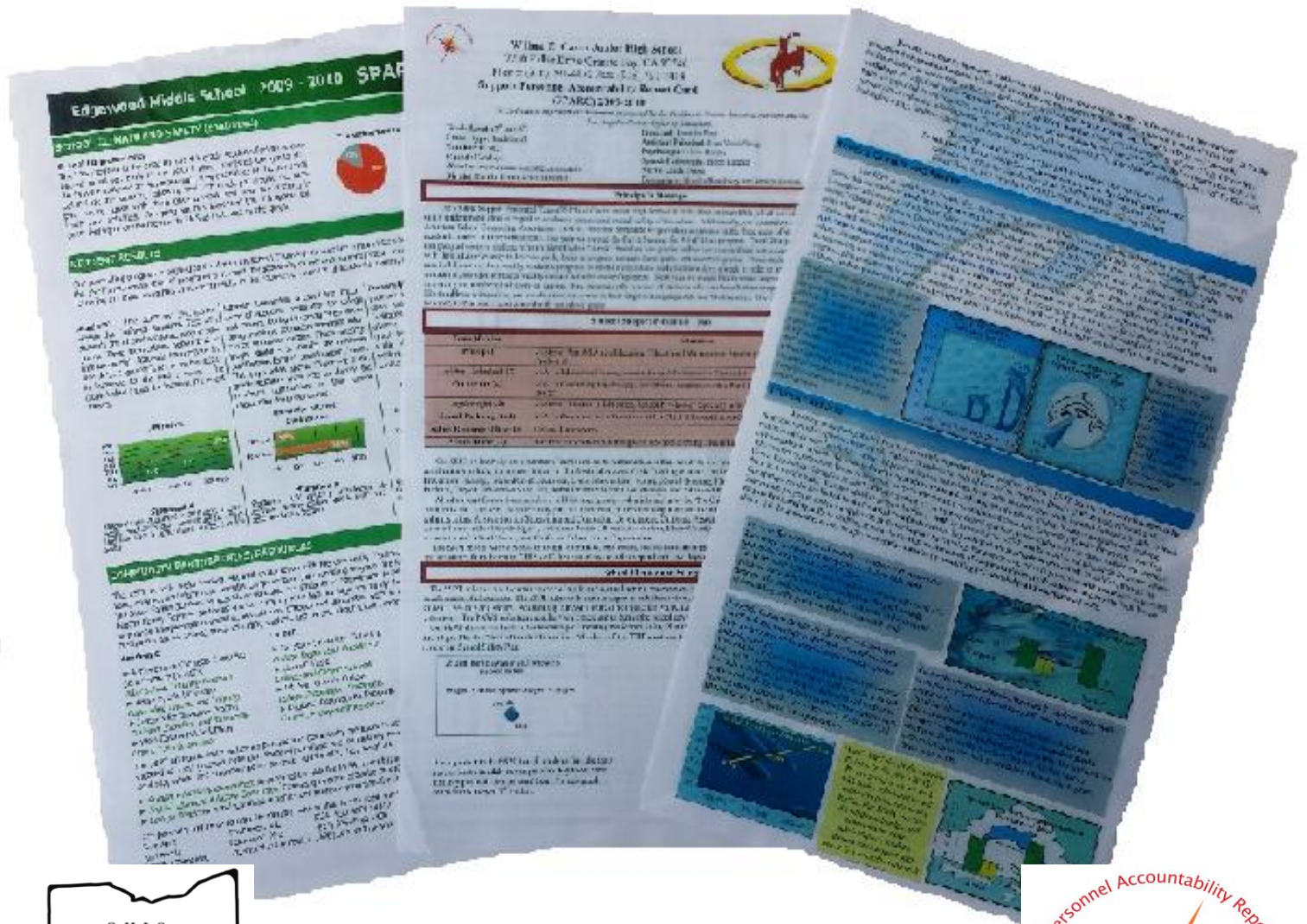


OHIO
O·S·C·A
SCHOOL COUNSELOR
ASSOCIATION

Support Personnel Accountability Report Card

# Development Manual for OSCAR Creation

*A Continuous Improvement and Advocacy Tool for School Counselors*

# Guidelines

The Ohio School Counselor Accountability Report (OSCAR) is a results-based representation that visually demonstrates how student domain outcomes are facilitated by the work of school counselors. School counselors are educators with Masters Degrees, who work with the entire student population on their academic, career, and personal/social development in collaboration with parents, administration and teachers.

This manual is designed to support school counselors in creating a high quality document for publication, and we encourage school counselors to submit them for an award from the Ohio School Counselor Association by visiting http://bit.ly/OSCARwebsite. Each section of the OSCAR is broken down below, along with helpful hints. Reference the rubric below to ensure you have all of the recommended sections and details to qualify for an OSCAR award. A user-friendly template has been provided to help streamline your OSCAR development. It should be noted this template is just a suggestion, and the sky is the limit when it comes to artistically designing your OSCAR. A video has been created with tips on how to edit this template: http://bit.ly/video4OSCAR

An award-winning OSCAR must entail the following five sections:

1) The **Principal's Message** is a personal message to your school community about the vital role of the school counselor in the school. The message should be tied into the local/district/state/national initiatives as appropriate and tied to the school mission/vision statement. In this section, the school counselor's involvement in programs can be highlighted. It can also include a description of the learning environment, school community description, building improvement plan, school improvement plan and/or include focus for improvement.

2) The **Professional School Counselor Statement** is a message from the counselor(s) in the building. The message focuses on the role of the school counselor and the program.

3) The **School Climate and Safety** section includes process and perception data. Ask yourself, what does the community want to learn about school climate and safety and how does the school counselor play a role in school climate and safety? It could include information on preventative programs (i.e. bullying prevention and character education).

4) The **Student Domain Outcomes** section shows the relationship between the school counselor and the American School Counselor Association's academic, career and personal/social domains; it highlights how the work the school counselor impacts student outcomes and student achievement.

5) The **Community Partnership/Resources** section illustrates to your readers how connected the school counseling program is with agencies, businesses, schools and other resources.

OSCAR submissions will be accepted and reviewed at two times during the year, with due date of July 1. After the OSCAR committee has approved your report, you will have the opportunity to be recognized at the All Ohio Counselor Conference and your document will receive an official OSCAR designation. If your OSCAR does not have all of the recommended details, you will receive feedback and recommendations for revision. After revisions are completed, your document can be resubmitted by September 1 for an additional review. All submissions must be emailed in PDF format to osca@ohioschoolcounselor.org.

After receiving an OSCAR, your document can be used as an advocacy tool for your school counseling program. Distribute your OSCAR to key stakeholders including your building and district administration, school board members, advisory council, parent associations, local and state legislators and any other individual or group which may have a vested interest in your school counseling program. Posting your OSCAR on your school website and/or other social media outlets is also encouraged.

# Rubric

The rubric is designed to determine if your OSCAR has all of the recommended details, as endorsed by the Ohio School Counselor Association. Please use this rubric as a guide in the development of your award-winning OSCAR.

## Section 1: Principal's Message

**Describe the role of the Professional School Counselor in promoting student academic, career and personal/social readiness.**

| Principal's Message | Yes | No |
|---|---|---|
| Must include a statement on the School Counselor(s) efforts to support all students in academic, career and personal/social development. | ☐ | ☐ |
| Must include two (2) focus-for-improvement goals that relate to the academic, career or personal/social domains. | ☐ | ☐ |

## Section 2: Professional School Counselor Statement

**Describe your role in promoting student academic, career and personal/social readiness.**

| Professional School Counselor Statement | Yes | No |
|---|---|---|
| Must include a statement about the school providing an equitable student support system to prepare students for academic, career and personal/social skill development. | ☐ | ☐ |
| Must include information regarding the academic degrees, years of experience and memberships in professional associations for each school counselor in the school. | ☐ | ☐ |
| Must include a statement describing who the Professional School Counselor coordinates services with on a regular basis. | ☐ | ☐ |

## Section 3: School Climate and Safety

**Provide evidence and documentation of the impact of the Professional School Counselor in promoting a positive school climate and school safety.**

| School Climate and Safety | Yes | No |
|---|---|---|
| Must include a statement explaining the importance of school climate and safety. | ☐ | ☐ |
| Must include a statement about the use of the school safety plan. | ☐ | ☐ |
| Must include a graph or chart reflecting data related to student safety. | ☐ | ☐ |

## Section 4: Student Domain Outcomes

**Provide evidence documenting the impact the Professional School Counselor is having in promoting student academic, career and personal/social readiness.**

| Student Domain Outcomes | Yes | No |
|---|---|---|
| Must include a statement explaining the importance of student outcomes and the relationship to the three (3) ASCA domains, including the standards:<br>• Academic<br>• Career<br>• Personal / Social | ☐ | ☐ |
| Must have one graph for each of the three (3) ASCA domains that illustrate student outcomes supported through efforts of the School Counselor. | ☐ | ☐ |

## Section 5: Community Partnerships

**Describe the school site programs and community partnerships that support the development of academic, career and personal/social readiness skills.**

| School Site Programs and Community Partnerships | Yes | No |
|---|---|---|
| Must include a general statement indicating the importance of community programs and partnerships at your school site. | ☐ | ☐ |
| Must provide a chart that lists school site programs and community partnerships. | ☐ | ☐ |
| Must provide the name, telephone number, and email of a person at your site for interested volunteers and community organizations to contact about becoming involved in academic, career and personal/social readiness school site programs and/or partnerships. | ☐ | ☐ |

## Miscellaneous

**Additional important information to consider that must be included to be awarded an OSCAR.**

| Formatting | Yes | No |
|---|---|---|
| Is the document readable? Consider font size and color. | ☐ | ☐ |
| Is the document printable front and back on 8 1/2 X 11 or Legal size paper? | ☐ | ☐ |
| Is the document visually appealing to the reader? Consider graphs and logos. | ☐ | ☐ |

[Insert School Logo]

**School Name:**
(Address)
(Phone number and Fax number)
(Website address)
**DISTRICT:**
**GRADE LEVELS**:
**ENROLLMENT:**
**PRINCIPAL**:

## Principal's Message

[Insert Principal's Message here]

## Professional School Counselor Statement

[Insert Professional School Counselor Statement here]

## School Climate and Safety

[Insert school climate information here]

[Insert school climate data chart here]

## Student Domain Outcomes

[Insert description of **academic** results and standards]

[Insert academic data chart here]

[Insert description of **career** results and standards]

[Insert career data chart here]

[Insert description of **personal/social** results and standards]

[Insert personal/social data chart here]

## Community Partnerships

[Insert description or highlight of community partnerships]

| Academic | Career | Personal/Social |
|---|---|---|
|  |  |  |

## Student Support Personnel Team (OPTIONAL - Will Need Legal Size Paper)

| Student Support Team | Education/Experience |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

[Insert description of student support team]