

School Counselor Interview Question Rubric

Question Wording	Exemplary Response	Inadequate Response
<p><i>Traditional</i>--How would you help improve attendance?</p> <p><i>Enhanced</i>--How might you use data to target attendance rates and what would you do to improve attendance in a systemic manner?</p>	<ul style="list-style-type: none"> ● knows data sources (CDE, LCAP, SIS, working with attendance clerk, etc. ● uses data intentionally--focus on what grade levels demonstrate largest need ● tiered support system (all students receive prevention, some students receive support based on identified criteria, few students receive intensive support ● leads parent outreach based on this data 	<ul style="list-style-type: none"> ● meet with students who do not come to school ● attendance incentive programs (without data to show need)
<p><i>Traditional</i>--How would you organize parent outreach?</p> <p><i>Enhanced</i>--Please talk about what you would do to actively engage parents in your school counseling program to meet their needs?</p>	<ul style="list-style-type: none"> ● uses a needs assessment tool to identify what areas parents would like support (not random topics) ● mentions data from school/district parent survey to guide decisions ● tracks effectiveness of outreach with a related metric (i.e. attendance increase, decrease in referrals, etc) ● collaborates with parent liaison, others 	<ul style="list-style-type: none"> ● conducts parent workshops based on things that "sound good" (mindfulness, study skills, etc.) without data behind it ● coffee with the counselor used in isolation
<p><i>Traditional</i>--How will you share the results of your program?</p> <p><i>Enhanced</i>--In what ways do you intend to market your school counseling program to on a school-wide level? Please list any stakeholders whom you would involve</p>	<ul style="list-style-type: none"> ● w/ administrators--continuous meeting to discuss results ● w/staff--end of year and beginning of year staff presentation ● w/parents--SSC, ELAC, Back to School night, etc. ● gets feedback from admin, staff, parents and students ● change in academic/behavior/attendance rates ● pre/post-tests from lessons and groups ● met SMART goals ● social media - Twitter/Facebook, etc. 	<ul style="list-style-type: none"> ● reports that the school counseling program is strong because they conducted numerous groups ● asking teachers if they believe groups worked ● measures effectiveness on number of students seen
<p><i>Traditional</i>--What is your experience with serving on leadership teams within a school?</p> <p><i>Enhanced</i>--Describe what opportunities you've had to demonstrate school counselor leadership at the site and/or district level</p>	<ul style="list-style-type: none"> ● more doesn't always mean better...look for mastery and initiative within a team ● experience with consulting with key stakeholders ● can articulate specific instances of how opportunities led to a systemic change in students, climate or policy 	<ul style="list-style-type: none"> ● can list a large number of teams but cant give specific examples of leadership ● does not have anything to show for attending committees
<p><i>Traditional</i>--How would you support PBIS?</p> <p><i>Enhanced</i>--Please explain the school counselor's role within PBIS and how school counselors can align their services with PBIS frameworks</p>	<ul style="list-style-type: none"> ● knows that school counselors are <u>part</u> of the PBIS team and not the entire team ● uses PBIS data to identify needs for Tier 1 (lessons) Tier 2 (what students should be in groups) and understands school systems producing highest # of incidents ● has a clear understanding of what specific prevent/interventions exist at each level and can give examples 	<ul style="list-style-type: none"> ● check in-check out for students who need support with behavior ● character lessons in all classrooms

Performance Tasks for Today's School Counselors

1. Give school counselor a sample SMART Goal from XYZ school counseling program. Have him/her create an action plan that will address the goal. Include how you might involve other key stakeholders in addressing this goal

Look-For's:

- *Plan is comprehensive and includes admin, faculty, parents and students*
- *Plan includes tiered systems of support (classroom lessons, small group, individual)*
- *Plan includes how effectiveness is measured (pre/post tests, rate increase/decrease, etc.)*

2. Give school counselor a California Healthy Kids Survey Key Indicators page (or similar survey) from XYZ school. Have him/her create a Data Analysis presentation around what is concerning about the data and how they might implement an action plan to address the data. Include how you might involve other key stakeholders in addressing the data.

Look-For's:

- *Plan is comprehensive and includes admin, faculty, parents and students*
- *Plan includes tiered systems of support (classroom lessons, small group, individual)*
- *Plan includes how effectiveness is measured (pre/post tests, rate increase/decrease, etc.)*

3. School counselors could take a sample lesson plan from a socio-emotional curriculum used in XYZ school/district. Have the school counselor deliver the lesson for a grade level in a sample classroom

Look-For's:

- *Lesson is developmentally-appropriate*
- *Lesson is engaging and incorporates several instructional strategies*
- *Lesson has objectives, standards*

4. School counselors could design and deliver a small group intervention lesson plan around anti-bullying strategies, study skills, attendance readiness or other school need. The school counselor should elaborate how this group will impact any of these indicators through data.

Look-For's:

- *Lesson plan is developmentally-appropriate*
- *Pre/post test or similar assessment to measure group effectiveness*
- *Group topic and selection of students is based on school need and data*

Possible Interview Questions for School Counselors

Role of the School Counselor

1. What do you see as the main role of a school counselor?
2. Have you implemented any components of the ASCA National Model for School Counseling?
3. What do you think is the most important characteristic of a school counselor?
4. When considering school counseling ethical standards and school policies, how would you handle a conflict between the two?
5. What do you think the role of the school counselor is in preventing school violence?
6. What can you provide that is different from a social worker, school psychologist, or mental health counselor?
7. What is the difference between a therapist and a school counselor?
8. What does your future comprehensive school counseling program look like? What is your plan for achieving this?

Strengths and Interests

9. What influenced you to be a school counselor?
10. What practical experiences have you had that make you feel capable of being a school counselor?
11. What is your strongest asset?
12. What do you know about our school that you would consider a strength? a weakness?
13. Tell us about a successful (satisfying) case that you have handled? And, one that was not so successful; what would you have done differently?
14. What makes you want to work at _____ School?
15. What is it that you like about working with (grade level) school students?
16. How would you deal with cultural differences in a school setting?
17. What is something new you could bring to our program?
18. How do you handle criticism?
19. How do you handle stress?
20. Are you available to work in the evenings for functions such as parent programs, student programs, etc.?
21. What experiences have you had in working with special education students?
22. What has your experience been in working with students of color & gay, lesbian, bisexual and/or transgendered students?
23. What is your experience with parenting programs?
24. How do you approach writing letters of recommendation (HS)?
25. What does school counseling mean to you?
26. How do you keep yourself organized? Discuss how you multitask.
27. Where do you see yourself in the next five years?
28. Are you proficient in a language other than English?

Foundation of Comprehensive School Counseling Program

29. How does a comprehensive school counseling program support the school's academic mission?
30. What is your school counseling/educational philosophy?
31. What is the counseling theory or approach that you most closely follow?

Delivery of Comprehensive School Counseling Program

32. What is your experience with implementation of the school counseling core curriculum?
33. How would you approach individual student planning?
34. How do you develop a positive relationship with students in individual counseling? Small group counseling?
35. How would you handle a large group of students having attendance problems?
36. What experiences have you had with developing transition plans?
37. Describe how you would implement small group counseling/classroom lessons?
38. What might your professional development plan look like?

Management of Comprehensive School Counseling Program

39. How do you use data in a school counseling program?
40. What type of school counseling activities would you institute to help close the achievement gap at our school?
41. What innovative and new ideas would you like to employ as a school counselor?
42. How would you divide your time between meeting the immediate needs of the students and keeping up with the paperwork?
43. What technology applications do you see being useful in your work?

Accountability of Comprehensive School Counseling Program

44. How will you evaluate your school counseling program?
45. What type of data would demonstrate an effective school counseling program?
46. What do the most recent state standardized test results indicate about this school district and this school; and what is your role regarding standardized testing?

Leadership

47. How do you see the word "leader" fitting in to your role as a school counselor?
48. What leadership experiences have you had?

Advocacy

49. How have you advocated for students?
50. How do school counselors advocate for students differently than other school staff?

Collaboration

51. What is the role of the school counselor in relation to teachers, parents, administrators and other counselors?
52. How would you handle an irate parent?
53. How would you handle a passive or uninvolved parent?
54. How do you see yourself fitting in with school counselors who have many years experience as veteran teachers?
55. What is your view on collaborative consultation in the schools?
56. Describe past interactions with parents in home visits.
57. How do you handle conflict with a colleague, parent, administrator?

What Would You Do If...

58. One of your students told you she was pregnant?
59. You suspected one of your students is being abused?
60. One of your students talks to you about wanting to kill himself/herself?
61. One of your students tells you they are being abused?
62. A student requests a teacher change because he/she doesn't like them?
63. A parent requests you to switch their child's teacher?
64. A student requests to be in the same lunch period as their friend?
65. You suspect one of your students is abusing drugs/alcohol?
66. One of your students admits to being sexually active?
67. One of your students told you he/she is gay?
68. One of your student's parents is terminally ill?
69. Your student does not get into their number one college choice?
70. One of your students wants to drop out of school?
71. You overhear the makings of a fight that is about to happen?
72. One of your seniors is not going to graduate?
73. A parent asks to meet with you at 5 p.m. because that is the only time he/she can get off of work?
74. You see one of your students (or parents) in town?
75. One of your students continues to fail math (or any subject) each quarter?
76. You have a faculty member's child in your caseload?

Adapted from www.schoolcounselor.com

Interview Questions

The following questions are designed to help you think about and prepare for your school counselor position interview. These are actual questions sent in by school counselors after an interview.

If you would like to add to this list for future updates, please send us an email.

1. How do you see the word "leader" fitting in to your role as a counselor?
2. What is the role of the school counselor in relation to teachers, parents, administrators and other counselors?
3. What do you see as the main role of a school counselor?
4. What influenced you to be a school counselor?
5. What is the counseling theory or approach that you most closely follow?
6. What is the most creative and innovative counseling technique you have used?
7. What innovative and new ideas would you like to employ as a school counselor?
8. How would you divide your time between meeting the immediate needs of the students and keeping up with the paperwork?
9. How are school personnel affected by working in a rural county vs. urban city (where there are more or less resources)? Describe your personal experience?
10. How will you evaluate your programs to meet (a) current state standards; (b) standards of best practice for a comprehensive guidance and counseling program; and (c) the ASCA National Model for School Counseling Programs?
11. How would you handle an irate parent?
12. How would you handle a passive (perhaps irresponsible) parent?
13. How would you handle a large group of students having attendance problems?
14. How do you see yourself fitting in with counselors who have many years experience as veteran teachers?
15. How would you fit in with a large staff?
16. What is your strongest asset?
17. What do you think is the most important characteristic of a counselor?
18. What do you see as the role of a counselor in a school this large?
19. What do you know about our school that you would consider a strength? a weakness?
20. What makes you want to work at _____ School?

21. What is it that you like about working with (grade level) school students?
22. What is something new you could bring to our program?
23. How do you handle criticism?
24. How do you handle stress?
25. Are you opposed to working above and beyond school hours to get the job done?
26. Are you opposed to working at night for functions such as college night, senior night, etc.?
27. What is your experience with 504 accommodation plans?
28. What experiences have you had with transition plans?
29. How would you deal with cultural differences in a school setting?
30. Does your principal know you're applying for this job and how does he/she feel about it?
31. What technology applications do you see being useful in your work?
32. What might your professional development plan look like?
33. What do you think the role of the counselor is in preventing school violence?
34. What practical experiences have you had that make you feel capable of being a counselor?
35. What experiences have you had in working with special education students?
36. What can you provide that is different from a social worker, school psychologist, or mental health counselor?
37. When considering ethical standards and school policies, how would you handle a conflict between the two?
38. What do the most recent state standardized test results indicate about this school district and this school; and what is your role regarding standardized testing?
39. How does a school counselor assist with the implementation of ESL (English as Second Language) in-building programming?
40. Describe how you would implement small group counseling/guidance lessons?
41. Because time is a scarce resource in schools today, and because of a strong push for improved standardized test scores, best educational practices suggest that in-class guidance lessons not take away from classroom instructional minutes. How will you address this issue as a school counselor?
42. What has your experience been in working with students of color & GLBT students?
43. What is the difference between a therapist and a school counselor?
44. What is your view on collaborative consultation in the schools?

45. Tell us about a successful (satisfying) case that you have handled?
And, one that was not so successful; what would you have done differently?
46. What is your experience with parenting programs?
47. Describe past interactions with parents in home visits.
48. What does your future comprehensive program look like? What is your plan for achieving this?
49. How do you handle conflict with a colleague, parent, administrator?
50. How do you feel about writing letters of recommendation (HS)?
51. How do you keep yourself organized? Discuss how you multitask.
52. Where do you see yourself in the next five years?
53. Can we ask you a question in Spanish, and can you respond likewise?
54. Would you be interested in heading any extracurricular activities (i.e., club advisor)?
55. What does counseling mean to you?
56. Are there some things or information that should not be shared with others, like students, parents or administrators? What skills do you currently possess that would help you be successful right away as a high school counselor?

WHAT WOULD YOU DO IF....

- One of your students told you she was pregnant?
- You suspected one of your students is being abused?
- One of your students tells you they are being abused?
- A student requests a teacher change because he/she doesn't like them?
- A parent requests you to switch their child's teacher?
- A student requests to be in the same lunch period as their friend?
- You suspect one of your students is abusing drugs/alcohol?
- One of your students admits to being sexually active?
- One of your student's parents is terminally ill?
- Your student does not get into their number one college choice?
- One of your students wants to drop out of high school?
- You overhear the makings of a fight that is about to happen?
- One of your seniors is not going to graduate?
- A parent asks to meet with you at 5:00 because that is the only time they can get off of work?
- You see one of your students (or parents) in town?
- One of your students continues to fail math (or any subject) each quarter?
- You have a faculty member's child in your caseload?

- One of your students talks to you about wanting to kill themselves?
- One of your students told you he/she is gay?
- If you were going to implement the ASCA Nation Model here next year, what would you do first?

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