

Recommended Documents Checklist for Supervisors of New School Counselors

Your district's version of the resources listed below will be helpful for your school counselor. Please provide your intern with the following resources:

- Your District's Policies & Regulations (See pp. 5-6 of the New SC Guide for an example from Lakeland Regional High School)
- Your School's Procedures
 - Especially crisis response and emergency plans
- Technology Systems Training (At your site or through online videos and tutorials)
 - Student Information System (e.g., PowerSchool, Genesis, OnCourse, Skyward).
 - College and Career Systems (e.g., Naviance, Common App, NJCAN, O*Net, Collegeboard).
 - Additional Systems (e.g., 504 Direct, IEP Direct, RealTime, HIBster).
- Ethical Guidelines (See school policies/regulations and ASCA Ethical Guidelines)
- School Performance Report (<https://rc.doe.state.nj.us/SearchForSchool.aspx>)
- Special Education (sample IEP/ILP/504 forms)
- Community Referrals
- Evaluation Information: [NJSCA Evaluation Guide](#)
- Resources, Templates & Samples
 - Sample Classroom Lesson Plans
 - Sample Small Group Resources
 - Sample School Counseling Brochures
 - Sample Results Reports
 - Sample SMART goals
 - Samples & Tips for Writing Letters of Recommendation