

\*Do you currently hold a school administrator license (a license that would permit you to be a principal or assistant principal)?

- a. No – 0
- b. Yes – 1

CC\_01. \*Which grades are represented among the students assigned to your counseling caseload in 2023-24?  
(Select all the apply)

- a. Pre-K
- b. Kindergarten
- c. 1
- d. 2
- e. 3
- f. 4
- g. 5
- h. 6
- i. 7
- j. 8
- k. 9
- l. 10
- m. 11
- n. 12

CC\_02. In this school year, how many students were assigned to your caseload? (Please enter a number) (Enter a value between 0 and 3000)

CC\_03. Which of the following best describes a method in which students at this school are assigned to counselors? Select any method that is used within your school. (Select all that apply)

- a. I am the only counselor at my school (all students at this school are assigned to my caseload)
- b. Students are assigned to counselors alphabetically
- c. Students are assigned to counselors based on their grade or grade band
- d. Students are assigned to counselors by cohort, so they have the same counselor throughout their time at the school
- e. Students are assigned to counselors based on certain pathway or program of study
- f. Students are assigned randomly
- g. Not sure
- h. Other: \_\_\_\_\_

CC\_04. Please report what percentage of your time is spent on each of the following in a typical week. (Number Entry, please make sure your answers sum to 100%) [RANDOMIZE]

- a. Building students' cognitive skills: student placement into/out of classrooms, access to special accommodations (e.g. ELL, special education services).
- b. Building students' non-cognitive skills: student behavior, attendance and engagement; mental health counseling; disciplinary actions.
- c. Information dissemination: post-secondary education and labor market options, including trade-offs.

- d. Direct assistance: Providing individual accommodations, writing letters of recommendation, assistance with college, job, or financial aid applications.
  - e. Other non-counseling activities (e.g., testing coordination, master scheduling)
- TOTAL:SUM: (Total must Sum to 100%)

CC\_05. [Ask if e in previous question >0]. Which of the following additional responsibilities are you most often asked to complete? [Randomize] (Select up to three options)

- a. Coordinate state and/or district testing
- b. Provide academic interventions to students
- c. Maintain student records (e.g., updating documents, filing, etc.)
- d. Student scheduling
- e. Update student transcripts
- f. Register and/or withdraw students from courses
- g. Cover classrooms if teachers are absent
- h. Identify and work with students with high absenteeism rates
- i. Individualized services related to college/career applications (e.g., recommendation letters, transcript services)
- j. IEP and/or 504 meetings
- k. None of these
- l. Other (please specify): \_\_\_\_\_

CC\_06. Please indicate the extent to which you agree or disagree with the following statements about your school.

	Strongly Disagree	Disagree	Agree	Strongly Agree
a. Counselors' roles and responsibilities are clearly defined at my school. (Select one option)	1	2	3	4
b. My administrator supports me in my role as a counselor. (Select one option)	1	2	3	4
c. My administrator(s) protect my time from non-counseling duties. (Select one option)	1	2	3	4
d. My administrator(s) make it possible for me to attend local, regional, and/or state professional development opportunities. (Select one option)	1	2	3	4
e. Students in my school take ownership of what courses they take. (Select one option)	1	2	3	4
f. Students are aware of the early postsecondary opportunities (EPSOs) available to them (e.g., dual enrollment, national industry certifications). (Select one option)	1	2	3	4
g. I routinely collaborate with teachers about student academic needs (e.g., course placement, accommodations).	1	2	3	4
h. I routinely collaborate with teachers about student non-academic needs (e.g., behavior, engagement).	1	2	3	4

CC\_07. To what extent are restorative practices familiar to you and used within your school? (Select one option)

- a. I am not familiar with restorative practices.
- b. I am familiar with restorative practices, but they are not used within my school.
- c. Restorative practices are used in a few circumstances within my school.

- d. Restorative practices are in widespread use within my school.

CC\_08. [Open Ended]. During spring 2017, the State Board of Education voted to approve a revision to the existing School Counseling Policy. This revision included an update to expectations of K-12 school counseling programs across all three domains: College and Career Readiness, Academic Achievement, and Social and Emotional Development. Beginning in Fall 2018 for the 2018-19 school year, all school and districts were required to implement the revised policy, including utilizing the revised counseling standards. In what ways did this policy change your comprehensive school counseling program?

CC\_10. Do you have a signed program management agreement with your administrator? (Select one option)

- a. Yes – 1
- b. I am familiar with a program management agreement but do not have one. – 2
- c. I am not familiar with a program management agreement. – 3

CC\_11. Which rubric was used for your professional evaluation this school year (2023-24)? (Select one option)

- a. School Services Personnel Rubric
- b. General Educator Rubric
- c. I don't know
- d. Other: \_\_\_\_\_

CC\_12. Please indicate the extent to which you agree or disagree with the following statements regarding your evaluation process during this school year (2023-24).

	Strongly Disagree	Disagree	Agree	Strongly Agree
a. The processes used to conduct my evaluation are fair to me. (Select one option)	1	2	3	4
b. As part of my evaluation, I receive specific suggestions for professional learning that are tailored to my needs. (Select one option)	1	2	3	4
c. Feedback from my evaluation influences the professional learning activities in which I participate. (Select one option)	1	2	3	4
d. The evaluation process is appropriately designed to evaluate my role as Counselor. (Select one option)	1	2	3	4
e. I received useful feedback as a result of the counselor evaluation process. (Select one option)	1	2	3	4
f. Overall, I am satisfied with Tennessee's evaluation process for counselors. (Select one option)	1	2	3	4

CC\_13. Please select the response that best describes your current perspective of your professional development (PD) experience within each of the following areas during the current school year.

	I need both more PD experiences and higher quality PD in this area.	I need more PD experiences that emphasize this area.	I need higher quality PD in this area.	I am satisfied with both the quality and amount of PD received in this area.
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a. Addressing students' socio-emotional development needs (Select one option)	1	2	3	4
b. Working with students from diverse racial, ethnic, or cultural backgrounds (Select one option)	1	2	3	4
c. Meeting the needs of all learners (e.g., English learners and students with disabilities) (Select one option)	1	2	3	4
d. Addressing student behavioral issues (Select one option)	1	2	3	4
e. College and career readiness (Select one option)	1	2	3	4
f. Career and technical education (Select one option)	1	2	3	4
g. Supporting student academic achievement (Select one option)	1	2	3	4
h. Training related to supporting parents and students (Select one option)	1	2	3	4
i. Implementing a comprehensive school counseling model in my school (Select one option)	1	2	3	4

CC\_14. Since summer 2022, about how much time have you spent receiving professional learning from the following sources?

	None this year	1-10 hours	11-20 hours	21-40 hours	More than 40 hours
a. From the Tennessee Department of Education (Select one option)	1	2	3	4	5
b. From someone in my district (Select one option)	1	2	3	4	5
c. From a national conference (Select one option)	1	2	3	4	5
d. Webinar or other training from an organization outside of your district (e.g., ASCA, TSCA) (Select one option)	1	2	3	4	5
e. A source other than those listed above (Select one option)	1	2	3	4	5

CC\_15. [If CC\_14e >0] [Open-Ended] From which other source(s) did you receive professional development?

CC\_16. My professional learning experiences are primarily... (Select one option)

- Prescribed by district leaders
- Prescribed by my administrator
- Collaboratively chosen between myself and my administrator
- Independently selected by me

CC\_17. Since summer 2022, have you participated in professional development with the following structure?  
(Select all that apply)

- a. Asynchronous, online modules
- b. Attending an in-person conference or training on my own
- c. Attending an in-person conference or training with other counselors from my school
- d. Attending a virtual conference or training on my own
- e. Attending a virtual conference or training with other counselors from my school

**Subsection for HS Counselors Only**

CC\_18. Which of the following college and career readiness assessments are used within your school? (Select all that apply)

- a. Get Focused, Stay Focused
- b. Kuder Navigator
- c. Virtual Job Shadow
- d. Naviance
- e. Major Clarity
- f. CollegeforTN
- g. O\*NET Interest Profiler
- h. College Board Career Finder and BigFuture
- i. TypeFocus Careers
- j. Jackson Vocational Interest Survey or Jackson Career
- k. Career Decision-Making System-Revised, by Pearson
- l. Princeton Review Career Quiz
- m. Defined Careers
- n. Other (please specify): \_\_\_\_\_

CC\_19. How frequently are scheduling limitations a barrier for students to take courses required for graduation?  
(Select one option)

- a. Never a barrier
- b. Sometimes a barrier
- c. Often a barrier
- d. Almost always a barrier

CC\_20. How frequently are scheduling limitations a barrier for students to take courses they are interested in (but are not necessarily required)? (Select one option)

- a. Never a barrier
- b. Sometimes a barrier
- c. Often a barrier
- d. Almost always a barrier

CC\_21. Which of the following challenges lead to scheduling limitations at your school? (Select all that apply)

- a. Limited credentialed teachers to teach courses students need to meet graduation and/or program of study requirements
- b. Limited credentialed teachers to teach courses aligned to students' interests
- c. Additional course limitations for students involved in extra-curricular activities
- d. Additional course limitations for students taking credit recovery
- e. Additional course limitations for students needing additional academic support (i.e., RTI<sup>2</sup>)

- f. Additional course limitations for students taking advanced coursework (EPSOs)
- g. Other: \_\_\_\_\_

CC\_22. What is the resource you find most helpful when determining a career and technical education (CTE) pathway for a first-time CTE student? **[RANDOMIZE]** (Select one)

- a. Recommendations from or discussions with CTE faculty
- b. The course standards
- c. The student's career interest or aptitude inventory
- d. My knowledge about the student's personality and appropriate fit
- e. Trainings I have received about student assignment to CTE pathways
- f. Other: \_\_\_\_\_

CC\_23. What percentage of your school's current seniors would you estimate are heading towards the following pathways? (Please make sure that your answers sum to 100%)

- a. 4-year college/university
- b. 2-year/technical college
- c. Joining the military
- d. Employment
- e. Other

CC\_24. What percentage of the current 9th grade students in your school would you estimate are on track to be college-ready upon graduation?

\_\_\_\_ (Numeric entry, 0 to 100)

**All Counselors Take the Following**

CC\_24. To what extent do you collaborate with a social worker or mental health professional to address your students' mental health needs?

- a. Not at all
- b. A little
- c. Somewhat
- d. Significantly

CC\_25. Were you the first member of your immediate family to attend college (a first-generation college student)?

- a. No – 0
- b. Yes – 1

CC\_26. What are the greatest obstacles you face to implementing a comprehensive school counseling program?

**REMAINDER ONLY GIVEN TO COUNSELORS WHO HOLD ADMINISTRATIVE LICENSES**

CC\_27. You indicated that you are licensed to be a school administrator in Tennessee but are not currently working as a school administrator (e.g., as a principal or assistant principal). Are you currently actively pursuing a school administrator position?

- a. No, I am not currently pursuing a position in administration. - 1

- b. Yes, I have already applied or plan to apply in the coming months. – 2
- c. I do not hold a license to be a school administrator in TN. – 3

CC\_28. Have you ever been a school administrator in the past? (Select one option)

- a. Yes, I have been a school administrator in the past, but am not currently.
- b. No, I have never sought a job as a school administrator.
- c. No, I have sought a school administrator job(s) in the past, but have never been selected.
- d. Other: \_\_\_\_\_

CC\_29. [If CC\_28 =a] How likely are you to seek a job as a school administrator in the future?

- a. Very unlikely
- b. Unlikely
- c. 50/50
- d. Likely
- e. Very likely

CC\_30. [If CC\_28 = a & CC\_29 = b & CC\_30 <= c] You indicated that you have never sought a job as a school administrator and don't think it's likely that you will seek one in the future, even though you hold a license. Was having a school administration role ever of interest to you? Why would you say it is not of interest now? [Open-ended]

CC\_31. [If CC\_28 = b] You indicated that you currently are pursuing (or are planning to pursue) a school administrator position. Which kind of school administrator positions are you pursuing? (Select all that apply.)

- a. Principal
- b. Assistant principal
- c. Other: \_\_\_\_\_

CC\_32. [If CC\_28 = b] Which of the following are true about your search for school administrator positions this year? (Select all that apply.)

- a. I am only pursuing positions in public schools.
- b. I am only pursuing positions in my current school district.
- c. If I am not hired as a school administrator this year, I am very likely to continue my search next year.

CC\_33. [If CC\_28= b] We are interested in how prospective school administrators engage in a search for school administrator positions. Can you describe what this process has been like for you? What has been your approach or strategy? What factors have you considered in what positions to seek and where? [Open-ended]