

RUBRIC FOR ADVISORS

EXPECTATION: The advisor will know his/her advisees well.

A Individual student meetings:

- 4** The advisor will hold individual meetings with advisees as needed to address academic or social concerns. They will take place not only during the advisory, but at other times throughout the day as well. The number of meetings will be no fewer than six annually per advisee.
 - 3** The advisor will hold a minimum of six individual meetings with each advisee per year. Those meetings will take place during advisory time and occur following distribution of progress reports or report cards.
 - 2** The advisor will hold at least three individual meetings per year with advisee.
 - 1** The advisor will hold fewer than three individual meetings per year with advisee.
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B Awareness of advisee academic status:

- 4** The advisor will solicit input concerning advisees' academic status throughout the year on an as-needed basis. This will entail awareness of and interaction with all teachers/mentors who work with the advisee.
 - 3** The advisor will be alert to information received from other teachers/mentors concerning advisees' academic status.
 - 2** The advisor will rely solely on student self-reporting as the only indicator of the advisee academic status.
 - 1** The advisor will be unaware of advisee academic status.
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C Awareness of advisee social status:

- 4** The advisor will solicit input concerning advisees' social status throughout the year on an as-needed basis. This will entail awareness of and interaction with all teachers/mentors/administrators/coaches/etc. who work with the advisee.
- 3** The advisor will be alert to information received from other teachers/mentors/administrators/coaches concerning advisees' social status.
- 2** The advisor will rely solely on student self-reporting as the only indicator of the advisee social status.
- 1** The advisor will be unaware of advisee social status.

EXPECTATION: The advisor will serve as a student advocate.

- 4 The advisor will initiate opportunities to work with the student to resolve challenging situations with teachers/administrators/parents/coaches, etc. on an as-needed basis.
- 3 The advisor will work with the student to resolve challenging situations with teachers/administrators/parents/coaches, etc. in response to advisee requests.
- 2 The advisor will be aware of challenging situations that face advisees.
- 1 The advisor will be unaware of challenging situations that face advisees.

EXPECTATION: The advisor will serve as the primary link between the school and the home on behalf of the student.

- 4 The advisor will contact parents/guardians on an as-needed basis, and no fewer than three times per year per advisee. Methods of contact will include phone, letter, individual meetings, home visits, parent coffees, etc.
- 3 The advisor will contact parents/guardians a minimum of three times per year per advisee.
- 2 The advisor will contact parents/guardians a minimum of two times per year per advisee.
- 1 The advisor will contact parents/guardians fewer than two times per year per advisee.

EXPECTATION: The advisor will demonstrate effective group discussion/facilitation skills.

- 4 The advisor will facilitate discussions that involve all group members. The advisor will model appropriate listening, questioning, and feedback/confrontation techniques. The advisor will promote advisee ownership of group "curriculum" to the maximum extent possible and appropriate. The advisor will help the group develop weekly/monthly calendars.
- 3 The advisor will facilitate group discussions. The advisor will promote advisee ownership of group "curriculum." The advisor will help the group develop weekly/monthly calendars.
- 2 The advisor will hold daily group meetings.
- 1 The advisor will hold meetings when his/her schedule permits.

EXPECTATION: The advisor will monitor attendance daily.

- 4 The advisor will report attendance daily. The advisor will follow up on advisees who are absent frequently.
- 3 The advisor will report attendance daily.
- 2 The advisor will report attendance occasionally.
- 1 The advisor will not report attendance.