

Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

School: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Directions for Form Completion

I. THE RATING SCALE: Please write the appropriate number in the space provided beside each item. Mark the space N/O if you had no opportunity to observe and/or evaluate. The rating scale is:

- 4 Performance exceeds standards
3 Performance meets standards
2 Performance needs improvement
1 Performance is unsatisfactory
N/O No opportunity to observe and/or evaluate

II. COMPLETING THE EVALUATION FORM: Numerical ratings are to be assigned to each indicator. The indicator ratings are averaged to arrive at the role average of the counselor's performance. An N/O rating is calculated in the role average.

It is not necessary for the evaluator to comment on each indicator; however, comments are encouraged for some areas where exceptional strengths is indicated (i.e. a rating is earned) or for areas which require improvement (i.e., a 1 or 2 rating is earned).

ROLE 1: PROGRAM MANAGEMENT

A. Plans, implements, and evaluates a comprehensive program of guidance, including counseling services.

- 1. Plans and implements the school guidance and counseling program to meet identified needs. 1 2 3 4
2. Implements a comprehensive and balanced program. 1 2 3 4

Add Scores \_\_\_\_\_
Role Average \_\_\_\_\_

ROLE 2: GUIDANCE

A. Teaches the school developmental guidance curriculum.

- 1. Adheres to a campus guidance curriculum consistent with the district's guidance program plan and tailored to campus needs. 1 2 3 4
2. Teaches guidance units effectively. (Academic, e.g. study skills, course selection, graduation plans, vocational, e.g. career-awareness, exploration, personal hygiene, drop-out prevention, and financial problems). 1 2 3 4

Add Scores \_\_\_\_\_

B. Guides individuals and groups of students through the development of educational plans and career awareness.

- 1. Involves students in personalized educational and career awareness. 1 2 3 4
2. Presents relevant information accurately. 1 2 3 4

Add Scores \_\_\_\_\_
Role Average \_\_\_\_\_

ROLE 3: COUNSELING

A. Counsels individual students with presenting needs/concerns.

1. Provides counseling systematically. 1 2 3 4

2. Provides individual guidance and counseling to students related to their personal needs. 1 2 3 4

Add Scores \_\_\_\_\_

B. Counsels small groups of students with presenting needs/concerns.

1. Provides group counseling systematically. 1 2 3 4

2. Provides individual guidance and counseling to students related to their personal needs. 1 2 3 4

Add Scores \_\_\_\_\_

Role Average \_\_\_\_\_

**ROLE 4: CONSULTATION**

A. Consults with parents, teachers, administrators and other relevant individuals to enhance their work with students.

1. Provides professional expertise collaboratively. 1 2 3 4

2. Interprets information and ideas effectively. 1 2 3 4

3. Advocated for students. 1 2 3 4

Add Scores \_\_\_\_\_

Role Average \_\_\_\_\_

**ROLE 5: COORDINATION**

A. Coordinates with school and community personnel to bring together resources for students.

1. Maintains a communication system that effectively collects and disseminates information about students to other professionals as appropriate. 1 2 3 4

2. Develops and maintains positive working relationships with other school professionals. 1 2 3 4

3. Develops and maintains positive working relationships with representatives of Community resources. 1 2 3 4

4. Serves on campus committees that address student needs. 1 2 3 4

Add Scores \_\_\_\_\_

- B. Uses an effective referral process for providing assistance to students and others through special programs and services.
1. Participates actively in the process for referral of students to school/district special programs and/or services. 1 2 3 4
  2. Uses an effective referral process for providing assistance to students and others through community agencies and services. 1 2 3 4
  3. Accurately assesses student and family needs for referral. 1 2 3 4
- Add Scores \_\_\_\_\_  
Role Average \_\_\_\_\_

**ROLE 6: ASSESSMENT**

- A. Participates in the planning and evaluation of the school group standardized testing program.
1. Is knowledgeable in the principles of testing and measurement which underlie standardized testing program development. 1 2 3 4
  2. Collaborates in the planning and evaluation of the group standardized testing program. 1 2 3 4
- Add Scores \_\_\_\_\_
- B. Interprets test and other appraisal results appropriately.
1. Correctly applies principles of test and measurement to test and other appraisal results interpretation. 1 2 3 4
  2. Interprets test and other appraisal results to school personnel. 1 2 3 4
  3. Interprets test and other appraisal results to students and parents. 1 2 3 4
  4. Maintains the confidentiality of student assessment. 1 2 3 4
- Add Scores \_\_\_\_\_  
Role Average \_\_\_\_\_

**ROLE 7: PROFESSIONAL GROWTH**

- A. Pursues professional growth by participating in appropriate in-service opportunities.
1. Attends workshops, in-services, training sessions, conferences, seminars, and/or university course work for professional growth. 1 2 3 4
- Add Scores \_\_\_\_\_  
Role Average \_\_\_\_\_

**Worksheet for Figuring Final Evaluation Rating**

**ROLE**

**AVERAGE SCORE**

Program Management

\_\_\_\_\_

Guidance

\_\_\_\_\_

Counseling

\_\_\_\_\_

Consultation

\_\_\_\_\_

Coordination

\_\_\_\_\_

Assessment

\_\_\_\_\_

Professional Growth

\_\_\_\_\_

**ADD SEVEN (7) ROLE SCORES**

\_\_\_\_\_

**DIVIDE BY SEVEN (7) TO OBTAIN OVERALL RATING**

\_\_\_\_\_

**SUMMARY EVALUATION**

For this evaluation period, the overall appraisal of this counselor's performance is given below. It reflects an average of the ratings of the roles, and indicators.

\_\_\_\_\_ 3.5 - 4.0 Performance exceeds standards

\_\_\_\_\_ 2.5 - 3.49 Performance meets standards

\_\_\_\_\_ 1.5 - 2.49 Performance needs improvement

\_\_\_\_\_ 1.0 - 1.49 Performance is unsatisfactory

\_\_\_\_\_ School Principal

\_\_\_\_\_ Date

\_\_\_\_\_ Typed Name

\_\_\_\_\_ Counselor

\_\_\_\_\_ Date

\_\_\_\_\_ Typed Name

Signatures above indicate that this evaluation has been discussed between the Principal and the Counselor. The signature does not necessarily indicate that the counselor concurs.

**COPIES:** Original - Central Office  
Copy #1 - Counselor  
Copy #2 - Principal