



GUIDANCE COUNSELOR PERFORMANCE EVALUATION FORM

Teacher's Name: _____ Position: _____ School/Department: _____
 Evaluator's Name: _____ Position: _____ School/Department: _____
 School Year: _____ Date: _____

EVALUATION KEY: **UL:** Unsatisfactory and lack of satisfactory progress over time; **U** = Unsatisfactory; **1, 2, 3** – Low to high satisfactory performance range; **NA** = Not applicable or not observed

CURRICULUM PLANNING & IMPLEMENTATION **UL** **U** **1** **2** **3** **NA**

1. Communicates high standards and achievement expectations for all students.
2. Is current in specific knowledge and expertise in the areas of counseling theories, practices and policies.
3. Develops and implements an effective school-based guidance curriculum and program that meets school and students' goals and objectives.
4. Provides effective and timely direct services to students including course scheduling, academic and vocational advising, post secondary planning, and follow-up services.
5. Effectively coordinates student academic records, assuring accuracy, confidentiality, and timely transfer of academic and assessment data as appropriate.
6. Facilitates new student integration into the school environment, and students' successful transition from one level of education to the next.
7. Strives to ensure equitable opportunities for student access to academic and programmatic offerings.
8. Provides relevant and timely information, orientation sessions, and workshops regarding the guidance program and postsecondary planning.
9. Reduces barriers to student learning through direct services and community referrals, including appropriate reporting to DYS and other agencies. Identifies and maintains cooperative relationships with referral resources.
10. Consults and collaborates with colleagues in the testing and screening of students for programs such as ESL, ELL and special education.

11. Evaluates, tries innovative approaches, and refines guidance strategies, including use of technologies, to improve service delivery.

Comments:

Learning Environment UL U 1 2 3 NA

1. Maintains appropriate standards of behavior, mutual respect, and safety.
2. Provides a safe, welcoming setting in which students may present and discuss their academic needs and concerns.
3. Promotes confidence and perseverance in students to stimulate increased personal responsibility for achieving the goals of the curriculum.
4. Demonstrates appreciation for, and sensitivity to the diversity among individuals especially in regards to race, gender, ethnicity, class and student learning style/physical needs.

Comments:

Parent Interactions UL U 1 2 3 NA

1. Is constructive and cooperative in interactions with parents and receptive to their contributions.
2. Communicates with parents regarding guidance curriculum and student progress towards meeting related goals.

Comments:

Contributing Member of Staff UL U 1 2 3 NA

1. Shares responsibility for accomplishing the goals and priorities of the school, team, and department and for achieving school and district improvement plan objectives.

Comments:

Professional Learning and Growth	UL	U	1	2	3	NA
---	-----------	----------	----------	----------	----------	-----------

1. Is a reflective and continuous learner.
2. Engages school and district based professional development activities.

Comments:

Performance of Routine Professional Obligations	UL	U	1	2	3	NA
--	-----------	----------	----------	----------	----------	-----------

1. Responsibly meets professional obligations as regards punctuality, attendance, assigned routine duties, participation in designated guidance-related events, policies and guidelines in performing professional responsibilities.

Comments:

SUMMARY:

Teacher successfully completed Administrative Assessment and is recommended for continued employment.
Teacher recommended to engage in professional improvement plan.
Teacher not recommended for continued employment.

ADDITIONAL COMMENTS:

TEACHER COMMENTS:

Evaluator's Signature: _____ **Date:** _____

Teacher's Signature: _____ **Date:** _____

(Teacher's signature does not necessarily indicate agreement with evaluation, only that evaluator has reviewed with teacher.)