

SCHOOL DISTRICT OF PUTNAM COUNTY

GUIDANCE COUNSELOR

PERFORMANCE APPRAISAL

Name _____ Position _____

Employee # _____ Course Code Number _____

School/Dept. _____ School Year _____

1. PLANNING/PREPARATION

Category Definitions

- * (1) Develop counseling programs by taking into consideration developmental needs of students, needs assessments, and School Improvement Plan goals.
- * (2) Establish priorities and an implementation schedule for counseling and student service programs.
- * (3) Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.
- * (4) Select appropriate variety of materials for a well balanced counseling program.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
 D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Category Score

Maximum Score - 7

- Unsatisfactory - 0 Needs Improvement - 2.5 Effective - 5 Highly Effective - 6 Exemplary - 7

GUIDANCE COUNSELOR (Continued)

2. CLASSROOM MANAGEMENT

Category Definitions				
* (5)	Implement, coordinate, and monitor school-wide counseling services and activities.			
* (6)	Maintain student records according to established guidelines.			
* (7)	Contribute to the effective operation of the school including participation in school-wide events, committees, and supervisory responsibilities to assure student safety.			
* (8)	Organize and create an environment for an effective counseling program.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Category Score	Maximum Score - 7			
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2.5	<input type="checkbox"/> Effective - 5	<input type="checkbox"/> Highly Effective - 6	<input type="checkbox"/> Exemplary - 7

3. ASSESSMENT/EVALUATION

Category Definitions				
* (9)	Demonstrate knowledge of theories, techniques, and instruments used for assessment.			
* (10)	Administer tests, interpret scores, and communicate results.			
* (11)	Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.			
* (12)	Exercise confidentiality in the sharing of test results.			
* (13)	Assess attainment of counseling program objectives, including using feedback from students, parents, and staff.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score	Maximum Score - 6			
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2	<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5	<input type="checkbox"/> Exemplary - 6

GUIDANCE COUNSELOR (Continued)

4. INTERVENTION/DIRECT SERVICES

Category Definitions

- *(14) Provide personal/social growth counseling including individual and group concerning academic success, understanding of self and others, communication skills, decision making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- *(15) Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
- *(16) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- *(17) Provide crisis intervention services, including follow-up services as appropriate.
- *(18) Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school.
- *(19) Provide interventions for at-risk students and those with special learning and behavioral needs.
- *(20) Provide students with programs for career awareness and development of work/study skills.
- *(21) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of postsecondary opportunities, criteria for scholarships, and financial aid information.
- *(22) Monitor the implementation of Individual Education Plans (IEPs).

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
- D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 10

- Unsatisfactory - 0 Needs Improvement - 3 Effective - 6 Highly Effective - 8 Exemplary - 10

GUIDANCE COUNSELOR (Continued)

5. TECHNOLOGY

Category Definitions

- *(23) Use technology resources effectively.
- *(24) Use technology to establish an atmosphere of active learning.
- *(25) Provide students with opportunities to use technology to gather and share information.
- *(26) Facilitate student access to the use of electronic resources.
- *(27) Explore and evaluate new technologies and their educational impact.
- *(28) Use technology to review student assessment data.
- *(29) Use technology for administrative tasks.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
 D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 6

- Unsatisfactory - 0 Needs Improvement - 2 Effective - 4 Highly Effective - 5 Exemplary - 6

6. COLLABORATION

Category Definitions

- *(30) Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
- *(31) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- *(32) Work effectively with parents.
- *(33) Participate in the Child Study Team to help meet needs of identified students.
- *(34) Serve as an advocate for students.
- *(35) Develop a communications link and rapport with outside services and make appropriate referrals for psychological, social work, health, or community services.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
 D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 5

- Unsatisfactory - 0 Needs Improvement - 1.5 Effective - 3 Highly Effective - 4 Exemplary - 5

GUIDANCE COUNSELOR (Continued)

7. STAFF DEVELOPMENT

Category Definitions				
* (36)	Provide information and/or inservice to teachers, administrators, and other school staff.			
* (37)	Keep abreast of current trends in counseling and guidance.			
* (38)	Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.			
* (39)	Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.			
* (40)	Manage within an organizational context a personal professional development program by setting specific goals and time tables.			
* (41)	Participate in district sponsored staff development programs.			
* (42)	Participate in school data collection of input on principal's performance assessment program.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score		Maximum Score - 5		
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1.5	<input type="checkbox"/> Effective - 3	<input type="checkbox"/> Highly Effective - 4	<input type="checkbox"/> Exemplary - 5

8. PROFESSIONAL RESPONSIBILITIES

Category Definitions				
* (43)	Maintain professional and ethical standards as outlined by the American School Counselor Association and the Code of Ethics and Principles of Conduct of the Education Profession in Florida.			
* (44)	Keep updated on student/school legal issues and follow established procedures.			
* (45)	Perform and fulfill professional responsibilities.			
* (46)	Contribute to the overall school mission by supporting various school committees and services such as PTO, School Advisory committee, text book selection, curriculum development, student activities, and accreditation.			
* (47)	Share experience and new learnings by mentoring new colleagues.			
(48)	Perform other incidental tasks consistent with the goals and objectives of this position.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score		Maximum Score - 4		
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1	<input type="checkbox"/> Effective - 2	<input type="checkbox"/> Highly Effective - 3	<input type="checkbox"/> Exemplary - 4

GUIDANCE COUNSELOR (Continued)

9. STUDENT GROWTH AND ACHIEVEMENT

Category Definitions

- *(49) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- *(50) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
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Enter Category Score

Maximum Score - 50

- **Up to 50 points may be earned for assigned student gains.**

Performance of Students (increased learning gains)

Points Earned

Top 25%	50
Top 30%	30
Top 35%	25
Top 40%	20
Top 50%	10

- Unsatisfactory - 10 Needs Improvement - 20 Effective - 30 Highly Effective - 40 Exemplary - 50

GUIDANCE COUNSELOR (Continued)

OVERALL RATING

Total Score _____

Unsatisfactory 0 - 33

Needs Improvement 34 - 59

Effective 60 - 77

Highly Effective 78 - 93

Exemplary 94 - 100

Comments of the Evaluatee: _____

Comments of the Evaluator: _____

This evaluation has been discussed with me: Yes No

Signature of Evaluatee

Date

Signature of Evaluator

Date