

**COUNSELOR
Summative Appraisal Form**

Name _____ School Location _____

Appraisal Period: From _____ to _____ Date of Review _____

Directions

The following statements describe the counselor who achieves success. Based on cumulative performance information, the evaluator estimates the counselor's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the counselor's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Guidance

- ____1. Outlines, in writing, using the goals and objectives of the district guidance curriculum, a guidance plan tailored to campus needs.
- ____2. Implements activities/strategies to achieve designated student outcomes in academic achievement and educational planning, career exploration and planning, and personal/social development.
- ____3. Provides systematic classroom and group activities to achieve designated student outcomes and assess attainment.
- ____4. Uses effective classroom management skills.

COMMENTS: _____

Counseling

- ____5. Provides short-term counseling to individual students with presenting needs/concerns.
- ____6. Refers students to appropriate agency or service if long-term counseling is indicated.

- ____7. Counsels small groups of students with presenting needs/concerns.
- ____8. Uses accepted theories and techniques appropriate to school counseling.

COMMENTS: _____

Consultation

- ____9. Consults with parents, teachers, administrators, and other relevant individuals to enhance their work with students.

COMMENTS: _____

Coordination

- ____10. Coordinates with school and community personnel to bring together resources for students.
- ____11. Participates actively in the process for referral of students to school/district special programs and/or services.
- ____12. Uses an effective referral process to assist students and others use special programs and services.

COMMENTS: _____

Assessment

- ____13. Collaborates with appropriate district staff to correctly and appropriately interpret tests and other appraisal results to school personnel.
- ____14. Correctly and appropriately interprets tests and other appraisal results to students and their parents.
- ____15. Uses other sources of student data as assessment tools for the purpose of educational planning.
- ____16. Maintains the confidentiality of student assessment.

COMMENTS: _____

Program Management

- ____17. Develops and coordinates a continuing evaluation of the campus guidance program and makes changes based on findings.
- ____18. Compiles, maintains, and files all required physical and computerized reports, records, and other documents.
- ____19. Ensures that deadlines are met and reports are accurate as it relates to required reports by the campus administrator, the district and state, as appropriate.

____20. Seeks and develops important knowledge and skills in order to effectively provide students with counseling and guidance program services.

COMMENTS: _____

Administration

____21. Complies with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.

____22. Complies with all district and campus routines and regulations.

____23. Maintains a positive and effective relationship with supervisors.

____24. Communicates effectively with colleagues, students, and parents.

____ 25 Utilizes community agencies and organizations to assist students and parents with additional counseling and mental health and social services.

COMMENTS: _____

Professional

____26. Models behavior that is professional, ethical, and responsible.

____27. Participates in professional development to improve skills related to job assignment.

____28. Maintains positive working relationships with other counselors, teachers and district staff.

COMMENTS: _____

Other

____29. Performs other duties assigned by supervisor.

____30. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____31. Supervises assigned counseling aide(s) and clerical employee(s).

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date