

**COUNSELOR, /MENTAL HEALTH/DISABILITIES COORDINATOR  
Summative Appraisal Form**

Name \_\_\_\_\_

Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_

Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee'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**

**School Climate**

- \_\_\_\_1. Communicates and promotes high expectation levels of staff and student performance in an enabling, supportive way; provides proper recognition of excellence and achievement.
- \_\_\_\_2. Fosters collegiality and team-building among staff, encourages their active involvement in decision-making.
- \_\_\_\_3. Communicates effectively with students, staff, parents and community by projecting a positive image that enhances the school/department/district mission.
- \_\_\_\_4. Initiates and supports programs and actions that facilitate a positive, caring climate for learning and an orderly, purposeful environment.
- \_\_\_\_5. Assists in establishing a continuous focus on student growth and learning.

**School Improvement**

- \_\_\_\_ 6. Determines and builds a common vision with staff for school improvement; directs planning activities and implements programs collaboratively with staff to ensure attainment of department/district’s mission.

**COMMENTS:**

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**Instructional Management**

- \_\_\_\_ 7. Systematically and continuously monitors instructional and managerial processes to ensure that program activities are related to program outcomes.
- \_\_\_\_ 8. Works with staff to ensure that curriculum accountability and renewal is continuous and responsive to student needs.
- \_\_\_\_ 9. Recommends instructional resources and materials to support teaching staff in accomplishing instructional goals through the Special Education Resource System.
- \_\_\_\_ 10. Assists teachers in identifying and coordinating an instructional program that matches the student’s individual needs and instructional level.
- \_\_\_\_ 11. Provides meaningful classroom lessons in areas of social and emotional support.

**COMMENTS:**

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**Personnel Management**

- \_\_\_\_ 12. Demonstrates ability to work with others in a positive, productive way.
- \_\_\_\_ 13. Is aware of and supportive of guidelines pertaining to assignment in Board Policies, Administrative Regulations, and Administrator’s Manual.
- \_\_\_\_ 14. Demonstrates through goal setting a clear-cut sense of direction and purpose in daily activities.
- \_\_\_\_ 15. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.
- \_\_\_\_ 16. Assists in identifying and/or encouraging participation in available in-service training options.
- \_\_\_\_ 17. Effectively provides guidance and orientation for new staff members in the area of special education and mental health.
- \_\_\_\_ 18. Works with faculty to develop a student management system that results in positive student behavior and enhances school climate.

**COMMENTS:**

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**Administration and Fiscal/Facilities Management**

- \_\_\_\_19. Assists with designing, implementing, and evaluating the referral, assessment, placement process of children with identified or suspected disabilities.
- \_\_\_\_20. Shares the responsibility for the systematic screening, referral, assessment, and placement of students in special education to meet programs 10% population.
- \_\_\_\_21. Serves as a member of committees as outlined in the referral and assessment process of special education students.
- \_\_\_\_22. Facilitates development and implementation of individual education plans (IEP) by consultation with verbal/written suggestions to teachers.
- \_\_\_\_23. Shares or assumes responsibility of the confidential folders.
- \_\_\_\_24. Plans and assists in implementation of appropriate staff development programs to include character education, bullying and any other needs of program.
- \_\_\_\_25. Assists with the identification of program eligibility of children.

**COMMENTS:**

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**Student Management**

- \_\_\_\_26. Effectively communicates to students, staff, and parents school guidelines for student conduct especially as related to special needs students.
- \_\_\_\_27. Encourages plans for improved student behavior that reflect enhanced opportunities for learning through discipline curriculum.
- \_\_\_\_28. Assists teachers and assistants with discipline support through one to one student and parent conferences, SST (Student Support Team).

**COMMENTS:**

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**Professional Growth and Development**

- \_\_\_\_29. Strives to improve leadership skills through self-initiated professional development (e.g. undertaking professional reading, attending conferences, participating in training programs).
- \_\_\_\_30. Utilizes information and insights gained in professional development programs for self-improvement.

- \_\_\_\_31. Conducts oneself in a professional and ethical manner.
- \_\_\_\_32. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession (e.g. active involvement in professional associations, professional presentations at conferences, etc).

**COMMENTS:**

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**School/Community Relations**

- \_\_\_\_33. Assists in building community awareness and involvement in achievement of the school/program/district mission.
- \_\_\_\_34. Demonstrates awareness of school/community needs and initiates activities to meet those needs.
- \_\_\_\_35. Fosters effective community and parent engagement in the program.
- \_\_\_\_36. Emphasizes and nurtures two-way communication between the program and community.

**COMMENTS:**

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**Other**

- \_\_\_\_37. Performs other duties assigned by supervisor.
- \_\_\_\_38. Maintains confidentiality of information.

**COMMENTS:**

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**Supervisory Responsibilities**

- \_\_\_\_39. Supervises Cardwell Transportation including bus monitors and schedules.
- \_\_\_\_40. Supervises the implementation of the Individual Educational Planning Process.
- \_\_\_\_41. Organizes school Readiness Kindergarten transition activities.

**COMMENTS:**

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What strengths does \_\_\_\_\_ possess?

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

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Summative Conference Comments:

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**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