

**COUNSELOR, HIGH SCHOOL  
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**

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

**JOB PERFORMANCE STATEMENTS**

**Guidance Curriculum**

- \_\_\_\_\_ 1. Plans, organizes, implement, delivers and document structured group lessons according to the district's guidance curriculum including the Del Rio Cares Curriculum, to improve students' interpersonal and intrapersonal effectiveness, personal health, post-secondary planning and readiness, and other developmental needs.
- \_\_\_\_\_ 2. Teach the school guidance curriculum components through the use of effective instructional strategies and planned structured groups considering diverse student populations and needs for differentiated instruction.
- \_\_\_\_\_ 3. Works with students, staff, parents or guardians, and the community to identify priorities where students will be served through the guidance curriculum component. Collaborate across curricular areas to integrate guidance lessons into content area curriculum.
- \_\_\_\_\_ 4. Creates a balanced curriculum by using well-planned and intentional activities and materials, incorporating guest speakers, and offering engaging delivery techniques, including technology tools.
- \_\_\_\_\_ 5. Assumes responsibility and documentation for all students entering or participating in the CTE Sequential Coherent Sequence.
- \_\_\_\_\_ 6. Assumes responsibility in the recruitment process for CTE programs.

- \_\_\_\_\_ 7. Assumes responsibility and documentation for campus CTE accounting and PEIMS coding provisions as outlined in Section 5 of the Texas Education Agency Student Attendance Accounting Handbook.
- \_\_\_\_\_ 8. Helps students and parents interpret required state test scores, as well as: TELPAS, CBE, End of Course Exams (EOC), PLAN, PSAT, ACT, SAT, Accuplacer and ASVAB results.
- \_\_\_\_\_ 9. Helps educate students and parents about the grade point average (GPA) calculation process, explaining how it is computed both on a semester basis and cumulatively to help students understand their progress and how their grades impact their overall progress.
- \_\_\_\_\_ 10. Reviews TAPR and Results-Driven Accountability (RDA) information for Career and Technical Education Compliance and program development.
- \_\_\_\_\_ 11. Monitors training plans within Career Preparation and Practicum based programs.
- \_\_\_\_\_ 12. Provides and documents individual and group counseling to address academic, career, and personal/social needs through District approved platforms, e.g. College and Career Readiness Planner (CCRP).
- \_\_\_\_\_ 13. Consults with students and parents regarding college and career exploration and planning, to include yearly updates of student programs of study and personal graduation plans.
- \_\_\_\_\_ 14. Reviews student course selections and credits earned for placement, promotion, graduation, or entry into further schooling.
- \_\_\_\_\_ 15. Audits student educational records (transcript, CCRP, PGP, and Cumulative Folder).
- \_\_\_\_\_ 16. Reviews student's academic record to identification of course selection for correct placement in courses and programs, etc. related to grade level appropriate state accountability standards to include College, Career, and Military Readiness (CCMR).
- \_\_\_\_\_ 17. Assists students and parents with all phases of the college admission process, to include: preparation of college, scholarship, and employment applications; Senior College Admission and Financial Aid Night programs; NCAA student athlete information; college and career search, college bound parent meetings; and Dual Credit Enrollment information.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Responsive Services:**

- \_\_\_\_\_ 18. Uses accepted theories and effective techniques of developmental guidance to respond to problematic or critical incidents to support students and offer services in time of need.
- \_\_\_\_\_ 19. Uses preventive activities to remove barriers that interfere with a student's educational, career, personal, and social development.
- \_\_\_\_\_ 20. Implements remediation practices to assist students in coping with problem situations or unwise choices. Identify precipitating and antecedent factors, effective and ineffective approaches to dealing with the circumstances, and provide feedback to guide future decisions.
- \_\_\_\_\_ 21. Uses specialized skills to support students in crisis situations requiring immediate response. Maintain a healthy and safe school environment by collaborating with district staff, parents or guardians, and local officials.
- \_\_\_\_\_ 22. Provides continued support to students in need through individual counseling, small group counseling, consultation, or referral to services outside the school or district.

- \_\_\_\_\_ 23. Serves as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.
- \_\_\_\_\_ 24. Provides training to faculty, staff, and students on recognizing signs of emotional, physical, and sexual abuse; suicidal ideation; harassment/bullying; and teen dating violence, as well as the legal requirements for reporting the abuse to appropriate authorities.
- \_\_\_\_\_ 25. Presents and documents classroom guidance lessons for all grade levels 9th through 12th related to academic, personal and social/emotional issues, e.g. character education, and teen dating violence, etc.

**COMMENTS:** \_\_\_\_\_

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### **Individual Planning and Consultation**

- \_\_\_\_\_ 26. Creates school counseling services that are developmental and age appropriate and provide information or literature that highlights related topics to students, teachers, and administrators.
- \_\_\_\_\_ 27. Assists individual students and their parents or guardians in monitoring their academic, career, personal, and social development as they progress in school.
- \_\_\_\_\_ 28. Provides information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.
- \_\_\_\_\_ 29. Acts as a student advocate, leader, collaborator, and systems change agent. Advocate for a school environment that acknowledges and respects diversity and ensures equitable access and placement in courses and programs for minority, disenfranchised, homeless, and other special populations.
- \_\_\_\_\_ 30. Coordinates with school and community agencies to assist students and parents with additional counseling, mental health services, and other relevant resources.
- \_\_\_\_\_ 31. Interprets standardized test results, offer career development activities, provide strategies for grade level transitions, and guide students in individual goal setting and planning including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
- \_\_\_\_\_ 32. Develops, maintains, and utilizes the Skyward information system and record necessary (transcripts, cumulative folders, College and Career Readiness Planner (CCRP), and Program of Study (POS) for attainment of District graduation goals.
- \_\_\_\_\_ 33. Participates actively in the process for referral of students to school/district special programs and/or services.
- \_\_\_\_\_ 34. Participates in student ARDs, Section 504, Manifestation ARDs, LPAC, and IGC meetings as needed.
- \_\_\_\_\_ 35. Maintains the confidentiality of student assessments and other relevant student data.

**COMMENTS:** \_\_\_\_\_

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### **System Support**

- \_\_\_\_\_ 36. Collects, summarizes, and interprets testing data to plan, create interventions, guide students, and address specific student needs.

- \_\_\_\_\_ 37. Conducts an annual program audit to inform accountability, action plans, time management, and systemic change.
- \_\_\_\_\_ 38. Participates in campus-based school improvement planning and goal setting activities.
- \_\_\_\_\_ 39. Plans and aligns collaboratively with middle school and high school counselors regarding the transition from middle school to high school to meet the academic, emotional and social needs of all students.
- \_\_\_\_\_ 40. Plans, organizes, and facilitates Career Fairs aimed at informing students and parents about various Career and Technical Education (CTE) pathways.
- \_\_\_\_\_ 41. Plans, coordinates, and participates in High School graduation ceremonies.
- \_\_\_\_\_ 42. Provides parent or guardian and staff training and consultation to foster student educational, career, personal, and social development.
- \_\_\_\_\_ 43. Provides information to parents about the following: District policies and procedures, course offerings, high school course offerings, Program of Study (POS), high school graduation plans (minimum, recommended, and DAP), early college high school (Associates Degree), dual credit, and advanced academics (PAP, AP).
- \_\_\_\_\_ 44. Clearly articulates and communicates the counseling program's management system and related program action plans to campus and district staff, parents or guardians, and the community.
- \_\_\_\_\_ 45. Participates in staff development and continuing education opportunities to improve job-related skills and research to identify best practices in implementing a comprehensive school counseling program.

**COMMENTS:** \_\_\_\_\_

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#### **Other Related Duties**

- \_\_\_\_\_ 46. Compiles, maintains, and files all reports, records, and other documents.
- \_\_\_\_\_ 47. Complies with policies established by federal and state law, State Board of Education rule, and board policy. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
- \_\_\_\_\_ 48. Complies with all district and campus routines and regulations.
- \_\_\_\_\_ 49. Maintains communication and positive working relationships with Principal, Lead Counselor, other counselors, teachers and district staff.
- \_\_\_\_\_ 50. Maintains a positive and professional relationship with students.
- \_\_\_\_\_ 51. Follows district safety protocols.
- \_\_\_\_\_ 52. Tracks and document time and effort in the appropriate portal.

**COMMENTS:** \_\_\_\_\_

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#### **Supervisory Responsibilities**

- \_\_\_\_\_ 53. Supervises assigned counseling aide(s) and administrative assistant (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