

**COUNSELOR/ PATHWAY TO TECHNOLOGY EARLY COLLEGE
HIGH SCHOOL (P-TECH)
Summative Appraisal Form**

Name _____ Location _____
Appraisal Period: From _____ to _____ Date of Review _____

Directions

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

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

- ____ 1. Coordinated with campus administration to plan, develop, implement, and coordinate each P-TECH cohort.
- ____ 2. Coordinated with school and community personnel to set the P-TECH vision and mission
- ____ 3. Coordinated P-TECH student orientation, TSI camps, and other related events to meet P-TECH Blueprint guidelines.
- ____ 4. Maintained a working relationship with post-secondary schools and other related community agencies.

COMMENTS: _____

Guidance

- ____ 5. Outlined, in writing, using the goals and objectives of the district guidance curriculum, a guidance plan tailored to meet campus needs.
- ____ 6. Implemented activities/strategies to achieve designated student outcomes in academic achievement and educational planning, career exploration and planning, and personal/social development.

____ 7. Provided systematic classroom and group activities to achieve designated student outcomes and assess attainment.

____ 8. Used effective classroom management skills.

COMMENTS: _____

Counseling

____ 9. Monitored P-TECH student's academics/attendance to ensure the students stay on track to fulfill set goals.

____ 10. Referred students to appropriate agency or service if long-term counseling is indicated.

____ 11. Counseled small groups of students with presenting needs/concerns.

____ 12. Used accepted theories and techniques appropriate to school counseling.

COMMENTS: _____

Coordination

____ 13. Coordinated with school and community personnel to bring together resources for students.

____ 14. Participated actively in the process for referral of students to school/district special programs and/or services.

____ 15. Used an effective referral process to assist students and others needing special programs and services.

COMMENTS: _____

Assessment

____ 16. Collaborated with appropriate district staff to correctly and appropriately interpret tests and other appraisal results to school personnel.

____ 17. Correctly and appropriately interpreted tests and other appraisal results to students and their parents.

____ 18. Used other sources of student data as assessment tools for the purpose of educational planning.

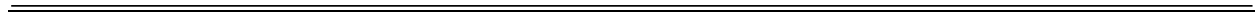
____ 19. Maintained the confidentiality of student assessment.

COMMENTS: _____

Program Management

- ____ 20. Attended workshops and conferences that develop important knowledge and skills in order to effectively provide students with counseling, guidance program services, and P-TECH information.
- ____ 21. Served as the primary point of contact for the P-TECH program for students, parents, and community partners.
- ____ 22. Ensured that deadlines are met and reports are accurate as it relates to required reports, files, master schedule, and post-secondary registration for P-TECH students by the campus administrator, the district and state, as appropriate.
- ____ 23. Facilitated program evaluations and visits from TEA, P-TECH organization, and other agencies.

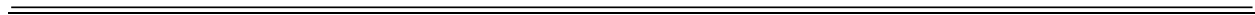
COMMENTS: _____



Policy, Reports & Law

- ____ 24. Complied with policies and guidelines established by TEA and the P-TECH Blueprint and submit reports as requested by TEA or related agencies.
- ____ 25. Updated internal and external communication including the district's P-TECH website and related marketing efforts.
- ____ 26. Applied for any P-TECH grant opportunities as they become available.
- ____ 27. Collected PEIMS information from teachers, tabulate the information and input pertinent information into the student management systems.

COMMENTS: _____



Administration - Professional

- ____ 28. Complied with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
- ____ 29. Complied with all district and campus routines and regulations.
- ____ 30. Maintained positive working relationships with supervisors.
- ____ 31. Communicated effectively with colleagues, students, and parents.
- ____ 32. Utilized community agencies and organizations to assist students and parents with additional counseling and mental health and social services.

COMMENTS: _____



Other

____33. Performed other duties assigned by supervisor.

____35. Maintained confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____36. Supervised assigned counseling aide(s) and clerical employee(s).

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure 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