

**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 Curriculum

- _____ 1. Plans, organizes, implements, and delivers 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 and safety, post-secondary planning and readiness, and other developmental needs.

- _____ 2. Teaches 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.

COMMENTS: _____

Responsive Services:

- _____ 5. 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.
- _____ 6. Uses preventive activities to remove barriers that interfere with a student's educational, career, personal, and social development.
- _____ 7. 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.
- _____ 8. 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.
- _____ 9. Provides continued support to students in need through individual counseling, small group counseling, consultation, or referral to services outside the school or district.
- _____ 10. Serves as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.
- _____ 11. 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.
- _____ 12. Presents and documents classroom guidance lessons for all grade levels PK through 8th related to academic, personal and social/emotional issues, e.g. character education (Del Rio Cares lessons).

COMMENTS: _____

Individual Planning and Consultation

- _____ 13. Creates school counseling services that are developmental and age appropriate and provide information or literature that highlights related topics to students, teachers, and administrators.
- _____ 14. Assists individual students and their parents or guardians in monitoring their academic, career, personal, and social development as they progress in school.
- _____ 15. 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.
- _____ 16. Coordinates with school and community agencies to assist students and parents with additional counseling, mental health services, and other relevant resources.
- _____ 17. 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.
- _____ 18. Participates actively in the process for referral of students to school/district special programs and/or services.
- _____ 19. Participates in student ARDs, Section 504, Manifestation ARDs, LPAC, and IGC meetings as needed.

_____ 20. Maintains the confidentiality of student assessments and other relevant student data.

COMMENTS: _____

System Support

_____ 21. Collects, summarizes, and interprets testing data to plan, create interventions, guide students, and address specific student needs.

_____ 22. Conducts an annual program audit to inform accountability, action plans, time management, and systemic change.

_____ 23. Participates in campus-based school improvement planning and goal setting activities.

_____ 24. Provides parent or guardian and staff training and consultation to foster student educational, career, personal, and social development.

_____ 25. Plans and aligns collaboratively with elementary and middle school counselors regarding the transition from PK to elementary and elementary to middle school to meet the academic, emotional and social needs of all students.

_____ 26. Plans, organizes, and facilitates Career Fairs aimed at informing students and parents about future careers and the various Career and Technical Education (CTE) pathways the District has to offer.

_____ 27. 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.

_____ 28. 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: _____

Other Related Duties

_____ 29. Compiles, maintains, and files all reports, records, and other documents.

_____ 30. Complies with policies established by federal and state law, State Board of Education rule, and board policy. Adheres to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.

_____ 31. Complies with all district and campus routines and regulations.

_____ 32. Maintains positive working relationships with other counselors, teachers and district staff.

_____ 33. Maintains a positive and effective relationship with supervisors.

_____ 34. Maintains a positive and professional relationship with students.

_____ 35. Follows district safety protocols.

COMMENTS: _____

Supervisory Responsibilities

____ 36. 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