

### Evaluation of Counselor Performance

Counselor: \_\_\_\_\_ School Year: \_\_\_\_\_

Worksite(s) /Program(s): \_\_\_\_\_

Status of Counselor: \_\_\_\_\_ Probationary \_\_\_\_\_ Permanent

**Rating Scale:**

**(1) Meets or Exceeds Standards      (2) Satisfactory w/Recommendations      (3) Unsatisfactory**

<b>Standard 1: Program Management</b>			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>The professional school counselor plans, organizes and delivers the Juvenile Court and Community Schools (JCCS) Guidance Program.</b>			
1.1	Use a planning process to define needs, priorities, and program objectives.		
1.2	Implement a comprehensive program.		
1.3	Evaluate the effectiveness of individual activities and the overall program in meeting desired student outcomes.		
1.4	Educate the school staff, parents and the community about the guidance program through public information activities.		
1.5	Discuss the qualities of the counselor management system with other members of the counseling staff and has agreement.		
1.6	Discuss the program results that will be obtained on the counselor action plan for the school year.		
1.7	Analyze his/her time spent in each of the four components of the JCCS Counseling Program: Foundation, Management System, Delivery System, and Accountability to achieve a healthy balance.		
<b>Standard 2: Guidance</b>			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>The professional school counselor implements guidance curricula through the use of effective instructional skills and careful planning of structured sessions for all students.</b>			
2.1	Teach developmental guidance curriculum units effectively.		
2.2	Develop and implement a plan to maximize student academic ability and achievement, personal, social and career development.		
2.3	Assist teachers in the teaching of guidance related curriculum.		
2.4	Seek co-curricular and community experiences to enhance the school experience.		
2.5	Encourage staff involvement to ensure the effective implementation of the guidance curriculum.		
2.6	Guide individuals and groups of students through the development of educational plans and career awareness.		
2.7	Implement the individual planning component by guiding individuals and groups of students and their parents through the development of educational and career paths.		
2.8	Assist students to develop skills to locate, evaluate and interpret educational career information.		
2.9	Assist students with awareness of personal abilities, skills, interests and motivations.		
2.10	Assist students to acquire employability skills such as working on a team, problem-solving, and organizational skills.		
2.11	Demonstrate to students how interests, abilities and achievement relate to achieving personal, social, educational and career goals.		
<b>Standard 3: - Counseling</b>			
	<b>1</b>	<b>2</b>	<b>3</b>
<b>The professional school counselor implements the responsive services component through the effective use of individual and small-group counseling, consultation and referral skills and monitors the students on a regular basis as they progress in school.</b>			
3.1	Counsel individual students with presenting needs/concerns. -Provide counseling systematically. -Respond to students individually.		

3.2	Counsel small groups of students with presenting needs/concerns.			
3.3	Implement an effective referral process with administrators, teachers, other school personnel and community agencies.			
3.4	Use a decision-making and problem-solving model appropriate to his/her own assignment.			
3.5	Implement monitoring activities appropriate to his/her own assignment.			
3.6	Select appropriate interventions based on presenting needs/concerns.			
3.7	Use accepted theories and techniques appropriate to school counseling.			
<b>Standard 4: Consultation and Collaboration</b>		<b>1</b>	<b>2</b>	<b>3</b>
<b>The professional school counselor consults effectively with parents, teachers, administrators and other relevant individuals to enhance their work with students.</b>				
4.1	Provide professional expertise when working with peers.			
4.2	Interpret information and ideas effectively.			
4.3	Advocate for students.			
4.4	Work with guidance team to ensure smooth transition to district of residence.			
4.5	Provide a comprehensive guidance program in collaboration with school staff.			
4.6	Provide support for other school programs.			
<b>Standard 5: Coordination</b>		<b>1</b>	<b>2</b>	<b>3</b>
<b>Coordinates with school and community personnel to bring together resources for students.</b>				
5.1	Maintain a communication system that effectively collects and disseminates information about students to other professionals, as appropriate.			
<b>Standard 6: Program Assessment</b>		<b>1</b>	<b>2</b>	<b>3</b>
<b>The professional school counselor knows how to use data as a guide to program direction and emphasis.</b>				
6.1	Work with members of the guidance team and the principal to formulate the desired results.			
6.2	Collect and process formative and summative program data.			
6.3	Share the results of the program evaluation data with appropriate personnel of the guidance team.			
6.4	Use the program evaluation data to make changes in the counseling program, as appropriate.			
<b>Standard 7: Student Assessment</b>		<b>1</b>	<b>2</b>	<b>3</b>
<b>Interprets test and other appraisal results appropriately.</b>				
7.1	Participate in the planning and evaluation of the standardized testing program.			
7.2	Use school data to make decisions regarding student choice of classes and special programs.			
7.3	Interpret test and other selected appraisal results to school personnel, students and parents.			
7.4	Use multiple assessment tools for the purpose of educational planning.			
7.5	Maintain the confidentiality of student assessment.			
<b>Standard 8: Fulfilling Professional Responsibilities</b>		<b>1</b>	<b>2</b>	<b>3</b>
<b>The professional school counselor is a student advocate, leader, collaborator and a systems change agent.</b>				
8.1	Promote the academic success of every student.			
8.2	Promote equity and access for every student by demonstrating a commitment to high expectations and social justice.			
8.3	Take a leadership role within the counseling department, the school setting and the educational community.			
8.4	Understand reform issues and work to close the achievement gap.			
8.5	Collaborate with teachers, parents and the community to promote academic success of students.			
8.6	Establish and maintain effective relationships with those contacted in the course of work.			
8.7	Comply with established rules, regulations, policies, contracts and laws.			
8.8	Fulfill assigned duties.			

**Commendations:**

**Recommendations:**

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**OVERALL EVALUATION:**

Meets or Exceeds Standards

Satisfactory w/Recommendations

Unsatisfactory

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\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

In accordance with Education Code Section 44663, you have the right to comment upon this document (or any statement that may be contained herein) in writing, and you may have your written comments attached to this document in your Personnel File.

This report has been discussed with me in conference with the evaluator. An opportunity has been extended to me to attach comments regarding this evaluation.

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

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