



# COUNSELOR SUMMARY EVALUATION

Counselor \_\_\_\_\_ Date \_\_\_\_\_

Status:  Probationary 1       Probationary 2       Permanent       Other

1. **UNSATISFACTORY** – Does not meet standard                      2. **IN PROGRESS** – Making progress towards standards  
 3. **PROFICIENT** – Standards usually met                              4. **COMMENDABLE** – Meets or Exceeds standards

<b>STANDARD I – Instructional Skills and Planning Group Sessions</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
• Organizes units for student mastery based on student needs				
• Uses effective instructional strategies and resources to respond to students' diverse needs				
• Establishes an environment conducive for student learning through the use of effective classroom management strategies				
• Teaches guidance topics effectively				
• Demonstrates positive interpersonal relationships with students				
<b>Total Points</b> _____ /20				
<b>STANDARD II – Guides Students Towards Education and Career Goals</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
• Assists students in determining their abilities, achievements, interests, and goals				
• Guides students to utilize assessment results in their educational and career plans				
• Encourages teachers, parents, and staff to participate in student educational and career planning				
• Strives to guard against over interpretation or other inappropriate use of assessment data				
• Organizes and makes educational information				
<b>Total Points</b> _____ /20				

	1	2	3	4
<b>STANDARD III – Counsels Students with Identified Needs/Concerns</b>				
<ul style="list-style-type: none"> <li>• Informs students, parents, teachers, and administrators about the process that can be used to refer students for individual or small group counseling</li> <li>• Provides individual counseling and small group counseling using appropriate Techniques for school counseling</li> <li>• Assists students in establishing concrete, behavioral plans aimed at problem resolution</li> <li>• Demonstrates the use of developmentally appropriate small group and individual techniques that are relevant to the topic and to the students’ needs and concerns</li> <li>• Establishes credibility by suggesting a variety of options, alternatives, resources, or strategies</li> </ul>				
<b>Total Points</b> _____ <b>/20</b>				
<b>STANDARD IV - Implements Balanced Guidance Program with School Staff and Community</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Explains the philosophy, priorities, and practices of the comprehensive guidance program effectively and articulately to school staff, parents, and the community</li> <li>• Uses sound organizational skills – sets timelines and follows them, operates From a program calendar</li> <li>• Uses resources effectively</li> <li>• Established and carries out an effective comprehensive guidance program evaluation</li> <li>• Works cooperatively with other school personnel in the best interest of students and the betterment of the district</li> <li>• Carries out “fair share responsibilities” as appropriate</li> </ul>				
<b>Total Points</b> _____ <b>/24</b>				

<b>STANDARD V – Positive Interpersonal Relations with School Community</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Promotes positive self-image in students</li> <li>• Is available to all students</li> <li>• Interacts with students in mutually respectful and friendly manner</li> <li>• Makes an effort to know students as individuals</li> <li>• Uses discretion in handling confidential information and difficult situations</li> </ul> <p style="text-align: right;"><b>Total Points</b> _____ /20</p>				
<b>STANDARD VI – Demonstrates Commitment to Ongoing Professional Growth</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Keeps abreast of developments in the counseling profession including the use of technology</li> <li>• Seeks opportunities to learn from colleagues, students, parents, and community members</li> <li>• Participates in professional activities such as membership and involvement in Professional organizations, coursework, workshops, and conferences</li> <li>• Carries out guidance responsibilities promptly and accurately in accordance with established job description</li> <li>• Promotes equity with respect to gender, ethnicity, and inclusively in school policy and interpersonal relationships</li> </ul> <p style="text-align: right;"><b>Total Points</b> _____ /24</p>				

**Maximum points possible = 124**

**• Evaluation Summary •**

<u>Standards</u>	<u>Evaluation Score</u>	<u>Possible Score</u>
Standard 1	_____	20
Standard 2	_____	20
Standard 3	_____	20
Standard 4	_____	24
Standard 5	_____	20
Standard 6	_____	24
<b>Cumulative Total</b>	_____	124

**A satisfactory performance rating =**

1. 75% or more in each standard (a score of 15 or 18, depending on possible score)  
and
2. 80% or more overall (a score of 102 or greater)

\_\_\_\_\_ Satisfactory                      \_\_\_\_\_ Unsatisfactory

**I have read this Summary Evaluation, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.**

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date