



PROFESSIONAL COUNSELOR/SOCIAL WORKER PERFORMANCE EVALUATION

GENERAL INFORMATION

Counselor/Social Worker:

Evaluator:

Date:

Review Period:

to

REVIEW GUIDELINES

Complete this review, using the following scale:

- 1 = *Unsatisfactory*
- 2 = *Marginal*
- 3 = *Meets Requirements*
- 4 = *Exceeds Requirements*
- 5 = *Exceptional*

Program Management

Rating

1. Promotes the balanced provision of program content area (self-confidence development; motivation to achieve; decision-making, goal-setting, planning and problem solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior).	1	2	3	4	5
2. Manages program personnel and/or other program resources.	1	2	3	4	5
3. Collaborates with school personnel, students, parents, and the community to plan, implement, evaluate and promote continuous improvement of a developmental counseling program. (Texas Education Code, Section 33.005)	1	2	3	4	5
4. Advocates the school developmental counseling program and counselors' ethical and professional standards with school personnel, parents, students, and the community.	1	2	3	4	5

Counseling

Rating

1. Uses accepted theories and effective techniques to provide individual developmental, preventive, and/or crisis counseling.	1	2	3	4	5
2. Uses accepted theories and effective techniques to provide group developmental, preventive, and/or crisis counseling.	1	2	3	4	5

1 = Unsatisfactory, 2 = Marginal, 3 = Meets Requirements, 4 = Exceeds Requirements, 5 = Exceptional

Consultation**Rating**

1. Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success. (Texas Education Code, Section 33.006)	1	2	3	4	5
2. Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.	1	2	3	4	5
3. Collaboratively provides professional expertise to advocate for individual students and specific groups of students.	1	2	3	4	5

Coordination**Rating**

1. Coordinates people and other resources in the school, home, and community to promote student success.	1	2	3	4	5
2. Uses an effective process when referring students, parents, and/or others to special programs and services.	1	2	3	4	5

Professional Behavior**Rating**

1. Demonstrates professionalism, including a commitment to professional development.	1	2	3	4	5
2. Advocates for a school environment that acknowledges and respects diversity.	1	2	3	4	5
3. Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, and community members.	1	2	3	4	5

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Professional Standards**Rating**

1. Adheres to legal standards including school board policies.	1	2	3	4	5
2. Adheres to state, district, and campus standards, regulations, and procedures.	1	2	3	4	5
3. Is committed to current professional standards of competence and practice. (Texas Administrative Code, Rule §239.15)	1	2	3	4	5
4. Promotes and follows ethical standards for counselors/social workers.	1	2	3	4	5
5. Demonstrates professional and responsible work habits.	1	2	3	4	5
6. Uses professional written and oral communication and interpersonal skills.	1	2	3	4	5

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Performance Evaluation Summary

	Domain Average	X	Domain Weight (add to 100%)	=	Weighted Domain Value
Program Management			16%		
Counseling			17%		
Consultation			17%		
Coordination			16%		
Professional Behavior			17%		
Professional Standards			17%		
Summary Evaluation Score (Total of Weighted Values) =					

- _____ 4.5-5.00 = Performance is clearly outstanding
- _____ 3.5-4.49 = Performance consistently exceeds standards
- _____ 2.5-3.49 = Performance consistently meets standards
- _____ 1.5-2.49 = Performance is below expectations; consultation is required, and improvement is needed in specific areas
- _____ 1.0-1.49 = Performance is unsatisfactory, and little or no improvement has resulted from consultation

Evaluator Signature

Title

Date

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be placed in my personnel file.

Counselor/Social Worker Signature

Date