

## USD 470 Counselor Evaluation Pre-observation Form

---

Name: \_\_\_\_\_ School/Administrator: \_\_\_\_\_

Date of Pre-conference: \_\_\_\_\_ Date/Time of Observation: \_\_\_\_\_

Grade Level/Curriculum Area Observed: \_\_\_\_\_

In the pre-conference you will be asked to discuss the following components and provide examples where appropriate.

### **Domain 1: Planning and Preparation**

### **Comments: (to be completed by evaluator)**

1. What is your Counseling Philosophy and how do you apply it?(Component 1a)	
2. What are the goals for the Counseling Program? What do you want the students to learn? (Component 1c)	
3. Why are these goals appropriate for this group of students? (Component 1c)	
4. How do these goals support the district's curriculum, state frameworks, and the content standards? (Component 1c)	
5. How do you display an understanding of developmentally appropriate practices? (Component 1b)	
6. What instructional materials or other resources, if any will you use?(Component 1d)	
7. How do you plan to assess the counseling program? (Component 1f)	
8. How do you plan to use the results of the assessment? (Component 1f)	

**Domain 4: Professional Responsibilites**

**Comments: (to be completed by evaluator)**

<p>1. How do you evaluate a program's effectiveness? (Component 4a)</p>	
<p>2. Explain and provide evidence of how you maintain student records (attendance, grades/progress, etc.) (Component 4b)</p>	
<p>3. Explain and provide evidence for how you communicate with parents (newsletters, logs, student progress). (Component 4c)</p>	
<p>4. Describe how you take a leadership role in your school and the district (district/building projects, committees, activities, etc.) (Component 4d &amp; 4f)</p>	
<p>5. Describe the professional growth activities in which you participated this year to achieve your growth objective. (Component 4e)</p>	
<p>6. How do you advocate for students? (Component 4f)</p>	

*Counselor comments pertaining to observation setting.* List any items you might want to call to the attention of the administrator.

*Counselor comments pertaining to observational focus:* List any items you might want to call to the attention of the administrator.