

School Counselor's Name:                       
School:                     

Employee Id. Number:                       
School Year:                     

### Counselor Keys Evaluation Scale

Indicate the level of implementation for each Standard and write the score for that Standard in the column to the right. Make any recommendations for improvement in the column to the right of the Standard. Total the scores for each Standard at the bottom.

*Circle the rating earned for each standard. Enter the score that aligns with each rating.* (level)

|                                                                                                                                                                                                                                                                                                                                         |                         |                       |                       |                   |
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| <b>Performance Standard 1: Professional Knowledge (Foundation System)</b><br><i>The professional school counselor demonstrates an understanding of a comprehensive school counseling program by providing relevant learning experiences in the three domains: Academic achievement, career development and social/emotional growth.</i> |                         |                       |                       | Comments:         |
| Level IV<br>(3 points)                                                                                                                                                                                                                                                                                                                  | Level III<br>(2 points) | Level II<br>(1 point) | Level I<br>(0 points) | Standard 1 Score: |

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| <b>Performance Standard 2: Instructional Planning (Management/Foundation Systems)</b><br><i>The professional school counselor plans a goal-driven, comprehensive school counseling program using curriculum and standards, resources, and data to address the needs of all students. *The Level III and IV school counselor collaborates with school administration to develop and adhere to an Annual Partnership Agreement. In the absence of an Annual Partnership Agreement, the highest rating is Level II.</i> |                         |                       |                       | Comments:         |
| Level IV<br>(3 points)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Level III<br>(2 points) | Level II<br>(1 point) | Level I<br>(0 points) | Standard 2 Score: |

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| <b>Performance Standard 3: Instructional Strategies (Delivery System)</b><br><i>The professional school counselor promotes student learning by implementing a comprehensive school counseling program by spending 80% of time in school counseling core curriculum, individual student planning, responsive services, and indirect student services and 20% in program planning and school support.</i> |                         |                       |                       | Comments:         |
| Level IV<br>(3 points)                                                                                                                                                                                                                                                                                                                                                                                  | Level III<br>(2 points) | Level II<br>(1 point) | Level I<br>(0 points) | Standard 3 Score: |

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| <b>Performance Standard 4: Individualized Instruction (Delivery System)</b><br><i>The professional school counselor coordinates individual student planning and responsive services designed to meet student needs on an individual and/or small group basis.</i> |                         |                       |                       | Comments:         |
| Level IV<br>(3 points)                                                                                                                                                                                                                                            | Level III<br>(2 points) | Level II<br>(1 point) | Level I<br>(0 points) | Standard 4 Score: |

|                                                                                                                                                                                                                                                                                    |                         |                       |                       |                   |
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| <b>Performance Standard 5: Data Collection (Accountability/Management Systems)</b><br><i>The professional school counselor uses a variety of sources to review and analyze student/school data in order to plan appropriate counseling curriculum, interventions and programs.</i> |                         |                       |                       | Comments:         |
| Level IV<br>(3 points)                                                                                                                                                                                                                                                             | Level III<br>(2 points) | Level II<br>(1 point) | Level I<br>(0 points) | Standard 5 Score: |

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| <b>Performance Standard 6: Data Evaluation (Accountability/Management Systems)</b><br><i>The professional school counselor evaluates the effectiveness of the counseling curriculum, interventions, and programs in order to assess and further develop the future school counseling program. *The Level III and IV school counselor annually produces a written Results Report that demonstrates the use of process, perception and outcome data in the assessment and evaluation of core curriculum, small group or closing-the-gap intervention(s). In the absence of a written Results Report, the highest rating is Level II.</i> |                                       |                                     |                                     | <b>Comments:</b>         |
| <b>Level IV</b><br><b>(3 points)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Level III</b><br><b>(2 points)</b> | <b>Level II</b><br><b>(1 point)</b> | <b>Level I</b><br><b>(0 points)</b> | <b>Standard 6 Score:</b> |

|                                                                                                                                                                                                                                                         |                                       |                                     |                                     |                          |
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| <b>Performance Standard 8: College and Career Readiness Environment (Delivery System)</b><br><i>The professional school counselor creates a student-centered environment which promotes post-secondary planning and the development of soft skills.</i> |                                       |                                     |                                     | <b>Comments:</b>         |
| <b>Level IV</b><br><b>(3 points)</b>                                                                                                                                                                                                                    | <b>Level III</b><br><b>(2 points)</b> | <b>Level II</b><br><b>(1 point)</b> | <b>Level I</b><br><b>(0 points)</b> | <b>Standard 8 Score:</b> |

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| <b>Performance Standard 10: Communication (Delivery/Management Systems)</b><br><i>The professional school counselor communicates effectively with students, parents/guardians, district and school personnel, and other stakeholders in a way that enhances student learning and improves the comprehensive school counseling program.</i> |                                       |                                     |                                     | <b>Comments:</b>          |
| <b>Level IV</b><br><b>(3 points)</b>                                                                                                                                                                                                                                                                                                       | <b>Level III</b><br><b>(2 points)</b> | <b>Level II</b><br><b>(1 point)</b> | <b>Level I</b><br><b>(0 points)</b> | <b>Standard 10 Score:</b> |
|                                                                                                                                                                                                                                                                                                                                            |                                       |                                     |                                     | <b>Total Score:</b>       |

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| Level IV: Total Score of 27 – 30 with NO Level I or Level II Ratings<br>(A score of 27-30 with a Level I or Level II rating results in an overall rating of Level III.) | <p>Indicate Overall Rating Here</p> <p>LEVEL <span style="background-color: yellow;">          </span></p> |
| Level III: Total Score of 17 – 26 with NO Level I Ratings<br>(A score of 17-26 with a Level I results in an overall rating of Level II.)                                |                                                                                                            |
| Level II: Total Score of 7 - 16                                                                                                                                         |                                                                                                            |
| Level I: Total Score of 0 - 6                                                                                                                                           |                                                                                                            |

Date \_\_\_\_\_

Date \_\_\_\_\_