SANTA MARIA INDEPENDENT SCHOOL DISTRICT
SCHOOL COUNSELOR APPRAISAL

Name_____ **Evaluation period**_____

Position_____ **Department/campus**_____

Evaluator_____ **Title**_____

Rating scale:			
	O	Outstanding	Performance significantly exceeds expectations
	E	Exceeds expectations	Performance exceeds expectations
	M	Meets expectations	Performance meets expectations
	I	Improvement indicated	Performance is below expectations
	U	Unsatisfactory	Performance does not meet expectations

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	**Performance area: School and community relations** Participates in school and community activities Works cooperatively with others Demonstrates knowledge of district policies and procedures Participates in meetings, training, and special events Follows appropriate lines of authority Adheres to state, district, and campus policies, regulations, and procedures **Comments:**
_____	**Performance area: Planning and organization** Sets goals with supervisor Completes tasks in a timely and accurate manner Keeps records organized, up-to-date, and accurate Disseminates information on a timely and periodic basis **Comments:**

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_____	**Performance area: Communication** Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates role and program related to the district's mission and goals Promotes positive interactions with the community **Comments:**
_____	**Performance area: Job knowledge and skills** Demonstrates knowledge of job requirements Bases recommendations and decisions on data, knowledge, and experience Provides leadership and direction for improvement in areas of responsibility Evaluates and analyzes results to determine effectiveness Uses innovations and current developments in areas of responsibility **Comments:**
_____	**Performance area: Professional growth and development** Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas **Comments:**
	Specialized responsibilities and skills*
	Performance area: Program management—plans, implements, evaluates, and promotes a comprehensive developmental guidance and counseling program Uses planning process to define needs, priorities, and program objectives Implements a comprehensive and balanced program Evaluates effectiveness of individual activities and overall program Promotes continuous program improvement Manages program personnel and other program resources effectively **Comments:**

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_____	**Performance area: Guidance—Plans and develivers the campus developmental guidance curriculum, assists teachers in the teaching of guidance-related curriculum, and guides students and parents to develop educational and career plans** Develops written campus guidance curriculum consistent with the district's guidance program Consults with administrators and teachers regarding teachers' area of responsibility in teaching the developmental guidance curriculum Supports teachers in teaching guidance-related essential elements Guides students and parents to plan, monitor, and manage educational, career, personal, and social development Presents relevant information accurately and without bias **Comments:**
_____	**Performance area: Counseling—provides individual and group developmental, preventive, remedial, and crisis counseling using accepted theories and techniques** Provides counseling systematically Responds to students individually Provides counseling in groups as appropriate Uses accepted theories Uses effective techniques **Comments:**
_____	**Performance area: Consultation—consults with parents, teachers, administrators, and other relevant individuals to enhance his or her work with students and promote student success** Provides professional expertise collaboratively Interprets information and ideas effectively Advocates for individual and specific groups of students Promotes understanding of student development, individual behavior, student's environment, and human relationships **Comments:**

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_____	**Performance area: Coordination—coordinates people and other resources in the school, home, and community to promote student success and uses an effective referral process to assist students and others to use special programs and services** Maintains a communication system that effectively collects and disseminates information about students to other professionals as appropriate Develops and maintains positive working relationships with other school professionals Develops and maintains positive working relationships with representatives of community resources Accurately assesses referral needs of students and their families Uses district process to refer students to district programs and services Uses an effective process to refer students and others to community agencies and services **Comments:**
_____	**Performance area: Student assessment—participates in planning and evaluating the group standardized testing program and interprets test and other appraisal results appropriately** Adheres to legal, ethical and professional standards related to assessments Demonstrates knowledge of principles of testing and measurement Uses other sources of student data as assemnet tools for educational planning Interprets test results and other assessment data for school personnel, students, and parents Maintains confidentiality of student assessments **Comments:**

Performance goals

General comments

Employee comments

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Overall performance rating (check one)

❑ **Outstanding** ❑ **Exceeds Expectations** ❑ **Meets Expectations**

❑ **Improvement Indicated** ❑ **Unsatisfactory**

This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.

Employee signature Date

Evaluator signature Date

Reviewer signature Date

[*] Includes information from *Professional School Counselor Performance Evaluation Form and Job Description* distributed by the Texas Education Agency (http://tea.texas.gov/counselor_evaluation_form.pdf).

It is the policy of Santa Maria ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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