Travis Unified School District

Certificated Counselor Evaluation Instrument

SUMMATIVE

(Reference: Collective Bargaining Agreement, Article 12)

Unit Member:_____ School Year:_____

Position:_____ Site/Location:_____

Unit Member Status: Temporary ☐ Intern ☐ Probationary-1 ☐ Probationary-2 ☐ Permanent ☐
(circle one)

Evaluator:_____ Title:_____ Date:_____

The purpose of the performance evaluation is to help school counselors realize their potential by implementing an assessment process which will:

- **Inform, develop, and improve services for students.**
- **Provide counselors with meaningful feedback on strengths and opportunities for growth.**
- **Ensure fair, evidence-based employment decisions.**

Evaluation Guidelines:

For Permanent unit members:

12.4.4.9 After the final observation, the evaluator shall complete the Summative Form and make a final evaluation recommendation.

12.4.4.10 The Summative evaluation shall be completed no later than 30 days prior to the last calendar day of the school year.

For Probationary/Intern/Temporary unit members:

12.4.5.10 The Summative evaluation shall be completed no later than March 10th.

Circle unit member's two (2) focus standards below:

CALIFORNIA STANDARDS FOR THE COUNSELING PROFESSION			
Final Rating on Standard 1:			STANDARD I – Engage, advocate for, and support all students in learning
Meets/ Exceeds	Needs Improvement	Does Not Meet	
			Comments:
* Ensure all students are engaged in a system of support designed for learning and academic success			
*Advocate for educational opportunity, equity, and access for all students			
*Advocate for the learning and academic success of all students			
*Identify student problems in their earliest stages and implement prevention and intervention strategies			
Final Rating on Standard 2:			STANDARD II – Plan, implement, and evaluate programs to promote academic, career, personal, and social development of all students
Meets/ Exceeds	Needs Improvement	Does Not Meet	
* Demonstrate organizational skills			

* Develop outcome-based programs	Comments:
* Assess program outcomes and analyze data	
* Demonstrate leadership in program development	

Final Rating on Standard 3:		
Meets/ Exceeds	Needs Improvement	Does Not Meet

*Assess student characteristics and utilize the information to plan for individual student growth and achievement	STANDARD III – Utilize multiple sources of information to monitor and improve student behavior and achievement
*Interpret and use student assessment data with students and parents/guardians in developing personal, academic, and career plans	Comments:
*Monitor student personal, academic, and career progress	

Final Rating on Standard 4:		
Meets/ Exceeds	Needs Improvement	Does Not Meet

*Build and maintain student support teams for student achievement	STANDARD IV – Collaborate and coordinate with school and community resources
* Provide consultation and education for counselors and parents	Comments:
* Develop working relationships within the school that include school staff members, parents, and community members	
* Coordinate support for community agencies	

Final Rating on Standard 5:		
Meets/ Exceeds	Needs Improvement	Does Not Meet

*Promote a positive, safe, and supportive learning environment	STANDARD V – Promote and Maintain a Safe Learning Environment for all students
*Develop and implement programs that address the personal and social risk factors of students	Comments:
*Develop and implement programs that reduce the incidence of school site violence	
*Incorporate models of systemic school safety that address elements of prevention, intervention, and treatment into the school system	

Final Rating on Standard 6:		
Meets/ Exceeds	Needs Improvement	Does Not Meet

*Establish professional goals and pursue opportunities to improve	STANDARD VI – Develop as a professional school counselor
*Model effective practices and continuous progress in school counseling	Comments:
*Adhere to professional codes of ethics, legal mandates, and district policies	

Attach additional pages if needed for additional comments.

Additional Comments – Evaluator	Additional Comments – Unit Member

OVERALL RATING:

☐	Satisfactory	Two or more "Meets/Exceeds" and no more than one "Does not Meet"
☐	Needs Improvement	Fewer than two "Meets/Exceed" or two "Does not Meet" (Improvement Plan Required)
☐	Unsatisfactory	Three or more "Does not Meet" (Improvement Plan Required)

(If Unsatisfactory or Needs Improvement is selected, Evaluator must attach evidence of support offered or given to teacher during evaluation period. For Permanent unit members, before an overall rating of "Unsatisfactory" or "Needs Improvement" is given on the Summative evaluation, documented remediation and support is required no later than the one-hundred twenty-fifth (125th) TUSD school calendar workday.)

RECOMMENDATION (Check all that apply)

Probationary 1, Temps, Interns	**Probationary 2**	**Permanent**
☐ Continue Probationary Status	☐ Non-reemployment (or non-reelect)	☐ Continue Permanent Status; Next Evaluation Year: _____
☐ Develop Improvement Plan	☐ Move to Permanent Status	☐ Develop Improvement Plan
☐ Non-reemployment (or non-reelect)		

Evaluator's Signature Date Unit Member's Signature Date

(Unit member's signature does not necessarily indicate agreement.)

☐ Additional comments by evaluator are attached

☐ Additional comments by unit member are attached