

COUNSELOR

**SOUTH SAN ANTONIO
INDEPENDENT SCHOOL DISTRICT**

COUNSELOR PERFORMANCE APPRAISAL

NAME: _____ **SOCIAL SECURITY NO.:** _____

POSITION: _____ **SCHOOL/DEPARTMENT:** _____

EVALUATOR: _____ **DATE OF REVIEW:** _____

APPRAISAL PERIOD: DATE FROM _____ **DATE TO** _____

DIRECTIONS

Rating scale	E	Exceeds expectations	Performance exceeds expectations
	P	Proficient	Performance meets expectations
	I	Needs Improvement	Performance does not meet expectations
	N/A	Not applicable	Performance is not expected

Directions: Use the above Descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (E) exceeds expectations or (I) needs improvement.

RATING SCALE	GENERAL RESPONSIBILITIES AND SKILLS	COMMENTS
	<p>Performance area: School and Community Relations</p> <p>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</p>	

RATING SCALE	GENERAL RESPONSIBILITIES AND SKILLS	COMMENTS
<p>_____</p>	<p>Performance area: Planning and Organization</p> <p>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</p>	
<p>_____</p>	<p>Performance area: Communication</p> <p>Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates roles and programs related to the district's mission and goals Promotes positive interactions with the community</p>	
<p>_____</p>	<p>Performance area: Job Knowledge and Skills</p> <p>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</p>	
<p>_____</p>	<p>Performance area: Professional Growth and Development</p> <p>Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas</p>	

RATING SCALE	SPECIALIZED RESPONSIBILITIES AND SKILLS	COMMENTS
<p>_____</p>	<p>Performance area: Program Management – Plans, implements, and evaluates a comprehensive program of guidance including counseling services</p> <p>Uses planning process of define needs, priorities, and program objectives Implements a comprehensive and balanced program Evaluates effectiveness of individual activities and overall program in meeting desired student outcomes Educates staff, parents, and community about guidance program</p>	
<p>_____</p>	<p>Performance area: Guidance – Teaches the campus developmental guidance curriculum, assists teachers in the teaching of guidance-related curriculum, and guides students to develop educational plans and career awareness</p> <p>Develops written campus guidance curriculum consistent with the district’s guidance program Teachers guidance units effectively Consults with administrators and teachers regarding teachers’ area of responsibility in teaching the developmental guidance curriculum Supports teachers in teaching guidance-related essential elements Involves students in personalized education and career awareness Presents relevant information accurately and without bias</p>	
<p>_____</p>	<p>Performance area: Counseling - Counsels individuals and small groups with needs and concerns using accepted theories and techniques</p> <p>Provides counseling systematically Responds to students individually Provides counseling in groups as appropriate Uses accepted theories Uses effective techniques</p>	
<p>_____</p>	<p>Performance area: Consultation - Consults with parents, teachers, administrators, and other relevant individuals to enhance his or her work with students</p> <p>Provides professional expertise collaboratively Interprets information and ideas effectively Is an advocate for students</p>	

RATING SCALE	SPECIALIZED RESPONSIBILITIES AND SKILLS	COMMENTS
<p>_____</p>	<p>Performance area: Coordination - Coordinates with school and community personnel to bring together resources for students and uses an effective referral process to assist students and others to use special programs and services</p> <p>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</p>	
<p>_____</p>	<p>Performance area: Assessment – participates in planning and evaluating the group standardized testing programs and interprets test and other appraisal results appropriately</p> <p>Demonstrates knowledge of principles of testing and measurement Interprets test and other appraisal results for school personnel, students, and parents Uses other sources of student data as assessment tools for educational planning Maintains confidentiality of student assessments Ensures that student records are used to benefit students and instructional staff</p>	
<p>_____</p>	<p>Performance area:</p>	

