Summative School Counselor Evaluation

Employee: _____ **Date of Conference:** _____

Grade Levels: _____ **Subject Area(s):** _____

School(s): _____ **Evaluator:** _____

Final Summative Rating of Professional Practice

U: Unsatisfactory **B:** Basic **P:** Proficient **E:** Exemplary

	Domain 1: Planning and preparation	**U**	**B**	**P**	**E**
1a	Demonstrating knowledge of counseling theory and techniques	☐	☐	☐	☐
1b	Demonstrating knowledge of child and adolescent development *(Required)*	☐	☐	☐	☐
1c	Establishing goals for the counseling program appropriate to the setting and students served	☐	☐	☐	☐
1d	Demonstrating knowledge of state and federal guidelines and of resources both within and beyond the school and district *(Required)*	☐	☐	☐	☐
1e	Planning the counseling program, integrated with the regular school program	☐	☐	☐	☐
1f	Developing a plan to evaluate the counseling program	☐	☐	☐	☐
	Overall Rating for Domain 1	☐	☐	☐	☐
	Domain2: The Environment	**U**	**B**	**P**	**E**
2a	Creating an environment of respect and rapport	☐	☐	☐	☐
2b	Establishing a culture for productive communication *(Required)*	☐	☐	☐	☐
2c	Managing routines and procedures *(Required)*	☐	☐	☐	☐
2d	Establishing standards of conduct and contributing to the culture for student behavior throughout the school	☐	☐	☐	☐
2e	Organizing physical space	☐	☐	☐	☐
	Overall Rating for Domain 2	☐	☐	☐	☐
	Domain 3: Delivery of Service	**U**	**B**	**P**	**E**
3a	Assessing student needs	☐	☐	☐	☐
3b	Assisting students and teachers in the formulation of academic, persona/social, and career plans based on knowledge of student needs *(Required)*	☐	☐	☐	☐
3c	Using counseling techniques in individual and classroom programs *(Required)*	☐	☐	☐	☐
3d	Brokering resources to meet student needs	☐	☐	☐	☐
3e	Demonstrating flexibility and responsiveness *(Required)*	☐	☐	☐	☐
	Overall Rating for Domain 3	☐	☐	☐	☐
	Domain 4: Professional Responsibilities	**U**	**B**	**P**	**E**
4a	Reflecting on practice	☐	☐	☐	☐
4b	Maintaining records and submitting them in a timely fashion *(Required)*	☐	☐	☐	☐
4c	Communicating with families *(Required)*	☐	☐	☐	☐
4d	Participating in a professional community	☐	☐	☐	☐
4e	Engaging in professional development	☐	☐	☐	☐
4f	Showing professionalism *(Required)*	☐	☐	☐	☐
	Overall Rating for Domain 4	☐	☐	☐	☐
	Final Summative Rating of Professional Practice	**U**	**B**	**P**	**E**
	Final Summative Rating	☐	☐	☐	☐

Comments/Goals:

If there is a disagreement, comments by employee are encouraged. (Attach separate pages as necessary)

Signatures: Employee's signature acknowledges receipt of the evaluation.

Employee Signature		Date:	☐ Concur with evaluation	☐ Disagree with evaluation
Evaluator Signature		Date:	☐ I recommend continued employment of this teacher	☐ I do not recommend continued employment of this teacher

1st Copy: Personnel File 2nd Copy: Evaluator 3rd Copy: Staff Member