

**Counselor Keys Evaluation Scale
Formative Evaluation**

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.				
Performance Standard 1: Professional Knowledge (Foundation System) <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 (3)	Level III (2)	Level II (1)	Level I (0)	Standard 1 Score:
Performance Standard 2: Instructional Planning (Management/Foundation Systems) <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.</i>				Comments:
Level IV (3)	Level III (2)	Level II (1)	Level I (0)	Standard 2 Score:
Performance Standard 3: Instructional Strategies (Delivery System) <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 (3)	Level III (2)	Level II (1)	Level I (0)	Standard 3 Score:
Performance Standard 4: Individualized Instruction (Delivery System) <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 (3)	Level III (2)	Level II (1)	Level I (0)	Standard 4 Score:
Performance Standard 5: Data Collection (Accountability/Management Systems) <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 (3)	Level III (2)	Level II (1)	Level I (0)	Standard 5 Score:
Performance Standard 6: Data Evaluation (Accountability/Management Systems) <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.</i>				Comments:
Level IV (3)	Level III (2)	Level II (1)	Level I (0)	Standard 6 Score:
Performance Standard 7: Positive Learning Environment (Foundation System) <i>The professional school counselor promotes a safe, positive learning environment which is inclusive of ALL students and advocates for student needs in order to reach their educational goals.</i>				Comments:
Level IV (3)	Level III (2)	Level II (1)	Level I (0)	Standard 7 Score:
Performance Standard 8: College and Career Readiness Environment (Delivery System) <i>The professional school counselor creates a student-centered environment which promotes post-secondary planning and the development of soft skills.</i>				Comments:
Level IV (3)	Level III (2)	Level II (1)	Level I (0)	Standard 8 Score:
Performance Standard 9: Professionalism (Foundation System) <i>The professional school counselor exhibits a commitment to professional ethics and the mission, vision and beliefs of the school counseling program and participates in professional growth opportunities.</i>				Comments:
Level IV (3)	Level III (2)	Level II (1)	Level I (0)	Standard 9 Score:
Performance Standard 10: Communication (Delivery/Management Systems) <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>				Comments:
Level IV (3)	Level III (2)	Level II (1)	Level I (0)	Standard 10 Score:
				Total Score:

Overall Rating

Indicate the overall rating based on the total score above.	
Level IV: Total Score of 27 – 30 with NO Level I or Level II Ratings (A score of 27-30 with a Level I or Level II rating results in an overall rating of Level III.)	
Level III: Total Score of 17 – 26 with NO Level I Ratings (A score of 17-26 with an Level I results in an overall rating of Level II.)	
Level II: Total Score of 8 - 16	
Level I: Total Score of 0-7	

Counselor Signature

Administrator Signature

Date

**Counselor Keys Evaluation Scale
Summative Evaluation**

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.				
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Level III: Total Score of 17 – 26 with NO Level I Ratings (A score of 17-26 with an Level I results in an overall rating of Level II.)	
Level II: Total Score of 8 - 16	
Level I: Total Score of 0-7	

Counselor Signature

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Date