

SCHOOL DISTRICT OF BAKER COUNTY**2026-2027****SCHOOL COUNSELOR****OBSERVATION AND DATA COLLECTION/ANALYSIS FORM**

Name _____ Position _____ School _____

Final Overall Score _____ Final Overall Performance Indicator _____

Comments of the Evaluator _____

Comments of the Evaluatee _____

Information from teachers and/or parents was collected and analyzed in the preparation of this report.

☐ Yes ☐ NoThis evaluation has been discussed with me. ☐ Yes ☐ No_____
Signature of Evaluator_____
Date_____
Signature of Evaluatee_____
Date**Signature does not necessarily indicate agreement with this evaluation.****Evaluator Documentation** (required for Performance Responsibilities rated as unsatisfactory or needs improvement/developing)

--

PROFESSIONAL, LEGAL, AND ETHICAL EXPECTATIONS School counselors act ethically and according to professional standards to promote the academic success and well-being of all students. School Counselors:	Performance Values (Check One)			
	U	NI/D	E	HE
Performance Responsibilities				
Hold self accountable to the Principles of Professional Conduct for the Education Profession in Florida, pursuant to Rule 6A-10.081, F.A.C., and adhere to guidelines for student welfare pursuant to Section 1001.42(8), F.S., the rights of students and parents enumerated in Sections 1002.20 and 1014.04, F.S., local school board, and governing board policies.	☐	☐	☐	☐
Adhere to the state and federal legal rights of students and parents or guardians with regard to student records per Rule 6A-1.0955, F.A.C.	☐	☐	☐	☐
Seek opportunities for professional learning applicable to the role of a school counselor.	☐	☐	☐	☐

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	3.7	=	
Effective		X	7.7	=	
Highly Effective		X	9.7	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-10	Needs Improvement/Developing 11-17	Effective 18-23	Highly Effective 24-29
Summative Scale Value				

DATA-DRIVEN PLANNING Effective school counselors utilize resources including available school data to guide decision making and counseling services. School counselors:	Performance Values (Check One)			
Performance Responsibilities	U	NI/D	E	HE
Gather and synthesize data from a variety of sources to inform the School Counseling Program	☐	☐	☐	☐
Communicate data from a variety of sources to students and parents or guardians	☐	☐	☐	☐
Apply appropriate use of data and technology in supporting student learning and development.	☐	☐	☐	☐

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	3.7	=	
Effective		X	7.7	=	
Highly Effective		X	9.7	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-10	Needs Improvement/Developing 11-17	Effective 18-23	Highly Effective 24-29
Summative Scale Value				

SCHOOL COUNSELING PROGRAM Effective school counselors develop, implement, and evaluate programs that cultivate a school environment that promotes the academic success and well-being of all students. School counselors:	Performance Values (Check)			
	U	NI/D	E	HE
Performance Responsibilities				
Apply evidence-based strategies that promote academic success; career readiness; and resiliency education, civic and character education, and life skill education as defined in Rule 6A-1.094124, F.A.C.	☐	☐	☐	☐
Apply principles and practices of crisis planning, response, and preventative programs	☐	☐	☐	☐
Apply practices for identifying and closing gaps in student achievement	☐	☐	☐	☐
Apply strategies for progress monitoring and sharing School Counseling Program outcomes.	☐	☐	☐	☐

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	2.8	=	
Effective		X	5.8	=	
Highly Effective		X	7.3	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-10	Needs Improvement/Developing 11-17	Effective 18-23	Highly Effective 24-29
Summative Scale Value				

CONSULTATION, COLLABORATION, AND COORDINATION Effective school counselors utilize multiple means of communication to promote the academic success and well-being of all students. School counselors:	Performance Values (Check)			
	U	NI/D	E	HE
Performance Responsibilities				
Model and support respectful collaboration practices between school leaders, parents or guardians, district and school personnel and community partners	☐	☐	☐	☐
Maintain high visibility and accessibility, and actively listen to and respond to parents or guardians, students, district and school personnel and community partners	☐	☐	☐	☐
Recognize parents or guardians, students, district and school personnel and community partners for contributions and engagement that enhance the school community	☐	☐	☐	☐
Utilize appropriate technologies and other forms of communication with parents or guardians, students, district and school personnel and families on student expectations and academic performance.	☐	☐	☐	☐
Utilize state, local school board, and governing board policies and procedures to make appropriate community-based referrals.	☐	☐	☐	☐
Apply effective methods and skills for coordinating with community partners in the implementation of a school counseling program.	☐	☐	☐	☐

STUDENT INSTRUCTIONAL ENGAGEMENT	(CONTINUED)
---	--------------------

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	1.8	=	
Effective		X	3.8	=	
Highly Effective		X	4.8	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-10	Needs Improvement/Developing 11-17	Effective 18-23	Highly Effective 24-29
Summative Scale Value				

COUNSELING SERVICES Effective school counselors provide direct and indirect services that support the safety, mental health, and well-being of all students. School counselors:	Performance Values (Check)			
	U	NI/D	E	HE
Performance Responsibilities				
Apply counseling skills when delivering evidence-based, direct services to individual students and groups	☐	☐	☐	☐
Assist with the provision of resiliency education, civic and character education, and life skill education in the classroom setting	☐	☐	☐	☐
Apply verbal de-escalation strategies to assist in the response and support of students in a crisis situation.	☐	☐	☐	☐

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	3.7	=	
Effective		X	7.7	=	
Highly Effective		X	9.7	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-10	Needs Improvement/Developing 11-17	Effective 18-23	Highly Effective 24-29
Summative Scale Value				

ACADEMIC ADVISING AND PLANNING Effective school counselors cultivate a caring, rigorous, and supportive school community that promotes the academic success and well-being of all students. School counselors:	Performance Values (Check)			
	U	NI/D	E	HE
Performance Responsibilities				
Promote awareness of student progression, assessment requirements, appropriate educational placement, and high school graduation requirements	☐	☐	☐	☐
Assist all students with developing a path to effectively prepare for secondary and postsecondary educational and employment opportunities	☐	☐	☐	☐
Provide all students with opportunities for academic enrichment	☐	☐	☐	☐
Support students who are identified as academically at-risk.	☐	☐	☐	☐

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	3.7	=	
Effective		X	5.8	=	
Highly Effective		X	7.3	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-10	Needs Improvement/Developing 11-17	Effective 18-23	Highly Effective 24-29
Summative Scale Value				

CAREER DEVELOPMENT AND POSTSECONDARY PLANNING Effective school counselors provide opportunities for all students to develop the behaviors necessary to learn work-related skills, resilience, perseverance, an understanding of lifelong learning as a part of long-term career success, the value of volunteerism and mentorship, and a strong work ethic. School counselors:	Performance Values (Check)			
	U	NI/D	E	HE
Performance Responsibilities				
Promote awareness of application and admission processes for various postsecondary options, including financial resources such as the Free Application for Federal Student Aid and Florida Financial Aid Application for all students and families	☐	☐	☐	☐
Apply school counseling strategies and activities that address students' college and career readiness across developmental levels, including decision-making approaches for students in various stages of career development	☐	☐	☐	☐
Apply procedures of formal and informal career inventories and data-driven methods for evaluating students' college and career readiness	☐	☐	☐	☐
Apply college and career readiness counseling services and schoolwide approaches across all levels that promote lifelong learning and career success	☐	☐	☐	☐
Utilize resources that provide students with personalized information about postsecondary and career and technical educational opportunities and sources of financial assistance	☐	☐	☐	☐
Apply counseling services to address the challenges experienced by students.				

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	1.5	=	
Effective		X	3.5	=	
Highly Effective		X	4.3	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0-8	Needs Improvement/Developing 9-15	Effective 16-21	Highly Effective 22-26
Summative Scale Value				

STUDENT GROWTH AND ACHIEVEMENT		Performance Values (Check)			
Performance Responsibilities		U	NI/D	E	HE
Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.		☐	☐	☐	☐

Category Score	
----------------	--

2026-2027 Portion of Standard 8

Maximum Score - 100

Category score (points earned) is to be calculated according to the criteria found in **Part IV: Evaluation Criteria, Section C. Student Performance** of the Baker County School District Instructional Personnel Evaluation System.

Performance of Students	Points Earned
100%	60 points
90%	54 points
80%	48 points
70%	42 points
60%	36 points
50%	30 points
40%	24 points
30%	18 points
20%	12 points
10%	6 points

☐ Unsatisfactory - 0-14 ☐ Needs Improvement/Developing - 15-29 ☐ Effective – 30-44 ☐ Highly Effective – 45-60

Up to 40 points (40% of category score) may be earned for increase in number of consultations with teachers and parents; evidence of adherence to state and federal laws regarding ESE; active participation in IEP/MTSS development; student support, communication and collaboration with staff, documented student gains through IEP/MTSS implementation; established schedules for delivery of instruction services; and increase in number of staff development activities related to ESE and/or instruction.

☐ Unsatisfactory – 0-9 ☐ Needs Improvement/Developing – 10-19 ☐ Effective – 20-29 ☐ Highly Effective – 30-40

Category Score				
Student Growth (Max. 60pts.)				
Other Academic Student Outcomes (Max. 40pts.)				
Student Growth/Student Outcomes Total				
Category Score	Unsatisfactory 0 - 24	Needs Improvement/Developing 25 - 49	Effective 50 - 74	Highly Effective 75 - 100

Summative Scale Value for 2026-2027 only	1	2	3	4
---	---	---	---	---

CALCULATION FOR THREE YEARS OF STUDENT DATA

Actual Rating	2024-2025				2025-2026				2026-2027				Combined Total			
Rating	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	+ _____ + _____ = 3															

Category Score	Unsatisfactory 0 - 24	Needs Improvement/Developing 25 - 49	Effective 50 - 74	Highly Effective 75 - 100
Three Year Data Average	1	2	3	4
Summative Point Value for Past Three Years	0	40	80	100

OVERALL RATING

	Points Earned
Professional, Legal, and Ethical Expectations (Page 2)	
Data-Driven Planning (Page 3)	
School Counseling Program (Page 4)	
Consultation, Collaboration, and Coordination (Page 5)	
Counseling Services (Page 6)	
Academic Advising and Planning (Page 7)	
Career Development and Postsecondary Planning (Page 8)	
Subtotal for Standards 1-7	
Student Growth and Achievement (Page 9)	

Overall Score _____

Unsatisfactory	Needs Improvement	Effective	Highly Effective
0-60	61 - 180	181 - 270	271 - 300