

School Counselor Appraisal Instrument 2026-2027 Evaluation Calendar

PHASE	APPRAISAL CYCLE COMPONENT	TIMELINE FOR COMPLETION	KEY ACTIONS
Phase 1: Goal Setting	Online Goal Entry	September 1 - October 16, 2026	Counselor enters 3 SMART goals online into Cornerstone. Appraiser review goal(s).
	Planning/Goal Setting Conference		Appraiser holds goal-setting conversation around job responsibilities, the SCEI rubric, and reviews counselor's goals.
Phase 2: Mid-Year Review	Online Employee Self-Review	January 19 - February 26, 2027	- Counselor tracks goal completion. - Counselor self-rates performance on identified indicators and goal accomplishment.
	Mid-Year Review Conference		- Counselor and appraiser discuss progress and areas of improvement. - If needed, an appraiser redefines goals or develops a performance improvement plan if progress is below expectations. - Appraiser completes online conference acknowledgment.
Phase 3: End of Year Review	Online Appraiser Review	May 3 - June 4, 2027	Appraiser completes review of counselor's performance using SCEI rubric and goal accomplishment.
	End of Year Review Conference		- Appraiser examines goals and scores of competencies. - Appraiser holds an end of year review conference with employee. - Employee accepts evaluation online during the end of year conference.

*Dates are subject to change

***Counselors must be hired into the position no later than the last instructional day of the fall semester to receive an Evaluation Rating

Resources

For more information: www.dallasisd.org/excellenceinitiatives

Cornerstone: <https://dallasisd.csod.com/>

Questions: performancemangment@dallasisd.org