

## SCHOOL COUNSELOR PERFORMANCE APPRAISAL INSTRUMENT

Counselor Name: \_\_\_\_\_

School: \_\_\_\_\_

### 1.0 MAJOR FUNCTION: PROGRAM PLANNING

**Rating Scale (Please Check)**

- 1.1 Organizes the counseling program by assessing needs, setting goals, and formulating a plan of action and program evaluation.
- 1.2 Initiates and coordinates school-wide guidance and counseling activities.
- 1.3 Manages time effectively and provides services on schedule.
- 1.4 Maintains an organized, functional, and up-to-date office/counseling center.
- 1.5 Seeks input from teachers and staff in making decisions about the school counseling program.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

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### 2.0 MAJOR FUNCTION: COUNSELING

- 2.1 Demonstrates knowledge of counseling theories by selecting appropriate models and techniques for individual and group counseling.
- 2.2 Uses appropriate counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students.
- 2.3 Uses appropriate assessment and diagnostic procedures for determining and structuring individual and group counseling services.
- 2.4 Follows up individual and group counseling to monitor student progress.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

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**3.0 MAJOR FUNCTION: CONSULTING**

- 3.1 Demonstrate knowledge of consulting processes and techniques with student, parents, teachers, and administrators.
- 3.2 Assists parents and teachers in understanding and responding to developmental levels of students.
- 3.3 Presents instructional/informational programs to groups, parents, and teachers (e.g., parent education programs, group guidance, teacher in-service).
- 3.4 Interprets achievement and aptitude test data to assist school staff with curriculum planning.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

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**4.0 MAJOR FUNCTION: COORDINATING**

- 4.1 Communicates effectively with students, parents, and staff.
- 4.2 Advocates for all students.
- 4.3 Assists teachers with the integration of guidance activities into the curriculum.
- 4.4 Shares appropriate information about students with school personnel, parents, and community agencies.
- 4.5 Makes appropriate referrals of students to school and community programs.
- 4.6 Assist with coordination of student services in the school.
- 4.7 Assist with coordination of the school’s annual testing program.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

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**5.0 MAJOR FUNCTION: STUDENT APPRAISAL**

- 5.1 Interprets testing results and other student data accurately.
- 5.2 Conducts non-standardized educational assessments according to professional practices (e.g., classroom observation).
- 5.3 Uses standardized tests and inventories according to published practices and professional standards.
- 5.4 Assures that testing conditions and the administration of standardized tests in the school are appropriate.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

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**6.0 MAJOR FUNCTION: PROFESSIONAL PRACTICES AND DEVELOPMENT**

- 6.1 Adheres to ethical standards of the counseling profession.
- 6.2 Follows the laws, policies, and procedures which govern school programs.
- 6.3 Carries out other school duties assigned by the administration, provided these assignments do not interfere with the counseling program and services to students.
- 6.4 Take part in professional development activities to improve knowledge and skills.

<b>Above Standard</b>	<b>At Standard</b>	<b>Below Standard</b>	<b>Unsatisfactory</b>

Comments:

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Evaluator's Summary Comments: \_\_\_\_\_

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School Counselor's Reactions to Evaluation: \_\_\_\_\_

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\_\_\_\_\_  
Evaluator's signature

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Date

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School Counselor's signature

\_\_\_\_\_  
Date

**\*Signature indicates that the written evaluation has been seen and discussed.**