The Victoria Independent School District

Professional School Counselor
Performance Evaluation Form and Job Description

Evaluation Period: ____________________________

Name of Counselor: ____________________________

School: ______________________________________

Evaluator: _______________ Title: ____________________

Directions for form completion:

I. The Rating Scale: Please write the appropriate number in the space provided beside each item. Mark the space N/O if you had no opportunity to observe and/or to evaluate. The rating scale is as follows:

5  •  Performance is clearly outstanding
4  •  Performance consistently exceeds standards
3  •  Performance consistently meets standards
2  •  Performance is below expectations; consultation is required; and improvement is needed in specific areas
1  •  Performance is unsatisfactory or lacking and little or no improvement has resulted from consultation
N/O •  No opportunity to observe and/or evaluate

II. Completing the Evaluation Form: Numerical ratings are to be assigned to each indicator. The indicator ratings are averaged to arrive at the role average of the counselor’s performance. An N/O rating is not calculated in the role average.

It is not necessary for the evaluator to comment on each indicator; however, comments are encouraged for some areas where exceptional strength is indicated (i.e., 4 or 5 rating is earned) or for areas which require improvement (i.e., 1 or 2 rating is earned).

"Proud to be in VISD!"
# ROLE 1: PROGRAM MANAGEMENT

A. PLANS, IMPLEMENTS, AND EVALUATES A COMPREHENSIVE PROGRAM OF GUIDANCE, INCLUDING COUNSELING SERVICES.

1. Uses a planning process to define needs, priorities and program objectives. N/O 1 2 3 4 5

2. Implements a comprehensive and balanced program. N/O 1 2 3 4 5

3. Evaluates the effectiveness of individual activities and the over-all program in meeting desired student outcomes. N/O 1 2 3 4 5

4. Educates the school staff, parents and the community about the guidance program through a public information program. N/O 1 2 3 4 5

ADD SCORES

ROLE AVERAGE

# ROLE 2: GUIDANCE

A. TEACHES THE SCHOOL DEVELOPMENTAL GUIDANCE CURRICULUM.

1. Outlines, in writing, a campus guidance curriculum consistent with the district's guidance program plan and tailored to campus needs. N/O 1 2 3 4 5

2. Teaches guidance units effectively. N/O 1 2 3 4 5

ADD SCORES

B. ASSISTS TEACHERS IN THE TEACHING OF GUIDANCE RELATED CURRICULUM.

1. Consults with administrators and teachers regarding the teacher's areas of responsibility in teaching the developmental guidance curriculum. N/O 1 2 3 4 5
2. Supports teachers in teaching "essential elements" identified in the SBOE Rules for Curriculum which are guidance-related.

C. GUIDES INDIVIDUAL AND GROUPS OF STUDENTS THROUGH THE DEVELOPMENT OF EDUCATIONAL PLANS AND CAREER AWARENESS.

1. Involves students in personalized educational and career awareness.

2. Presents relevant information accurately and without bias.

ROLE 3: COUNSELING

A. COUNSELS INDIVIDUAL STUDENTS WITH PRESENTING NEEDS/CONCERNS.

1. Provides counseling systematically.

2. Responds to students individually.

B. COUNSELS SMALL GROUPS OF STUDENTS WITH PRESENTING NEEDS/CONCERNS.

1. Provides counseling in groups as appropriate.

2. Provides group counseling systematically.

C. USES ACCEPTED THEORIES AND TECHNIQUES APPROPRIATE TO SCHOOL COUNSELING.

1. Uses accepted theories.

2. Uses effective techniques.
ROLE 4: CONSULTATION

A. CONSULTS WITH PARENTS, TEACHERS, ADMINISTRATORS AND OTHER RELEVANT INDIVIDUALS TO ENHANCE THEIR WORK WITH STUDENTS.

1. Provides professional expertise collaboratively. N/O 1 2 3 4 5
2. Interprets information and ideas effectively. N/O 1 2 3 4 5
3. Advocates for students. N/O 1 2 3 4 5

ADD SCORES__________
ROLE AVERAGE__________

ROLE 5: COORDINATION

A. COORDINATES WITH SCHOOL AND COMMUNITY PERSONNEL TO BRING TOGETHER RESOURCES FOR STUDENTS.

1. Maintains a communication system that effectively collects and disseminates information about students to other professionals as appropriate. N/O 1 2 3 4 5
2. Develops and maintains positive working relationships with other school professionals. N/O 1 2 3 4 5
3. Develops and maintains positive working relationships with representatives of community resources. N/O 1 2 3 4 5

ADD SCORES__________

B. USES AN EFFECTIVE REFERRAL PROCESS FOR ASSISTING STUDENTS AND OTHERS TO USE SPECIAL PROGRAMS AND SERVICES.

1. Accurately assesses students' and their families' needs for referral. N/O 1 2 3 4 5
2. Participates actively in the process for referral of students to school/district special programs and/or services. N/O 1 2 3 4 5
3. Uses an effective referral process for assisting students and others to use community agencies and services. N/O 1 2 3 4 5

ADD SCORES__________
ROLE AVERAGE__________
ROLE 6: ASSESSMENT

A. PARTICIPATES IN THE PLANNING AND EVALUATION OF THE SCHOOL GROUP STANDARDIZED TESTING PROGRAM.

1. Is knowledgeable in the principles of testing and measurement which underlie standardized testing program development.
   N/O 1 2 3 4 5

2. Collaborates in the planning and evaluation of the group standardized testing program.
   N/O 1 2 3 4 5

   ADD SCORES

B. INTERPRETS TEST AND OTHER APPRAISAL RESULTS APPROPRIATELY.

1. Correctly applies principles of test and measurement to test and other appraisal results interpretation.
   N/O 1 2 3 4 5

2. Interprets test and other appraisal results to school personnel.
   N/O 1 2 3 4 5

3. Interprets test and other appraisal results to students and their parents.
   N/O 1 2 3 4 5

4. Uses other sources of student data as assessment tools for the purpose of educational planning.
   N/O 1 2 3 4 5

5. Maintains the confidentiality of student assessment.
   N/O 1 2 3 4 5

6. Ensures that the uses of student records are for the benefit of students and personnel working with those students.
   N/O 1 2 3 4 5

   ADD SCORES

   ROLE AVERAGE
<table>
<thead>
<tr>
<th>ROLE</th>
<th>AVERAGE SCORE</th>
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<tbody>
<tr>
<td>PROGRAM MANAGEMENT</td>
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<td>GUIDANCE</td>
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<td>COUNSELING</td>
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<td>CONSULTATION</td>
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<td>COORDINATION</td>
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<td>ASSESSMENT</td>
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<td>ADD SIX ROLE SCORES</td>
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<td>DIVIDE BY SIX TO OBTAIN OVERALL RATING</td>
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**SUMMARY EVALUATION**

For this evaluation period, the overall appraisal of this counselor's performance is given below. It reflects an average of the ratings of the roles, and indicators.

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>4.5-5.0</td>
<td>Performance is clearly outstanding.</td>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
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**EVALUATOR'S SIGNATURE**

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be given to the Director of Personnel to be placed in my personnel file.

**COUNSELOR'S SIGNATURE**

[Signature]

[Date]
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