

# GAINESVILLE CITY SCHOOLS

## COUNSELING PERFORMANCE EVALUATION AND COUNSELING PROGRAM GUIDE

Counselor's Name:

Date:

The School Counselor performance appraisal form contains basic standards of practice expected from school counselors. These performance standards not only function as the basis of counselor evaluation, but also serve as guides for self-evaluation. This form can be used by the school counselor as a self-evaluation or by the principal along with the required professional support staff appraisal form.

**The School Counselor standards are:**

- Standard 1: Program Organization
- Standard 2: School Guidance Curriculum Delivered to all Students
- Standard 3: Individual Student Planning
- Standard 4: Responsive Services
- Standard 5: Systems Support
- Standard 6: School Counselor/Administrator Agreement
- Standard 7: Use of Data
- Standard 8: Student Monitoring
- Standard 9: Master Calendar/Time
- Standard 10: Results Evaluation
- Standard 11: Program Audit
- Standard 12: Advisory Council
- Standard 13: Infusing Themes

The performance standards are to be assessed by indicating "Yes" or "No" to each of the standards. Comments under each section could indicate strengths in that standard or recommendations.

<b>Standard 1: The professional school counselor plans, organizes and delivers the comprehensive school counseling program.</b>		<b>NO</b>
1.1 A program has been written to meet the needs of the school.		
1.2 The professional school counselor demonstrates interpersonal relationships with students		
1.3 The professional school counselor demonstrates positive interpersonal relationships with educational staff.		
1.4 The professional school counselor demonstrates positive interpersonal relationships with parents/guardians.		
Comments:	Date	

<b>Standard 2: The professional school counselor implements the guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.</b>		<b>NO</b>
2.1 The professional school counselor teaches guidance units effectively.		
2.2 The professional school counselor develops materials and instructional strategies to meet student needs and school goals		
2.3 The professional school counselor encourages staff involvement to ensure the effective implementation of the guidance curriculum.		
Comments:	Date	
<b>Standard 3:</b>		<b>NO</b>
3.1 The professional school counselor, in collaboration with parents, helps students establish goals and develop and use planning skills.		
3.2 The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.		
Comments:	Date	
<b>Standard 4: The professional school counselor implements the responsive services component through the effective use of individual and small-group counseling, consultation and referral skills.</b>		<b>NO</b>
4.1 The professional school counselor counsels individual students and groups of students with identified needs/concerns.		
4.2 The professional school counselor consults effectively with parents, teachers, administrators and other relevant individuals.		
4.3 The professional school counselor implements an effective referral process with administrators, teachers and other school personnel.		
Comments:	Date	
<b>Standard 5: The professional school counselor implements the systems support component through effective guidance program management and support for other educational programs.</b>		<b>NO</b>
5.1 The professional school counselor provides a comprehensive and balanced guidance-program in collaboration with school staff.		
5.2 The professional school counselor provides support for other school programs.		
Comments:	Date	

<b>Standard 6: The professional school counselor has discussed the counseling department management system and the program action plans with the school administrator.</b>		<b>NO</b>
6.1 The professional school counselor has discussed the qualities of the counselor management system with the other members of the counseling staff and has agreement.		
6.2 The professional school counselor has discussed the program results that will be obtained on the action plans for the school year.		
Comments:	Date	

<b>Standard 7: The professional school counselor knows how to use data as a guide to program direction and emphasis.</b>		<b>NO</b>
7.1 The professional school counselor uses school data to make decisions regarding student choice of classes and special programs.		
7.2 The professional school counselor uses data from the counseling program to make decisions regarding revisions to the school counseling program.		
Comments:	Date	
<b>Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school.</b>		<b>NO</b>
8.1 The professional school counselor is accountable for monitoring the progress of every student.		
8.2 The professional school counselor implements monitoring activities appropriate to his/her own school.		
8.3 The professional school counselor develops appropriate interventions for students as needed and monitors their progress.		
Comments:	Date	
<b>Standard 9: The professional school counselor implements the master calendar/time component to have an efficiently run program.</b>	<b>YES</b>	<b>NO</b>
9.1 The professional school counselor uses a master calendar to plan activities through the year.		
9.2 The professional school counselor distributes the master calendar to parents, staff and students.		
9.3 The professional school counselor posts a weekly/monthly calendar.		
9.4 The professional school counselor analyzes his/her time spent in each of the four areas of the management system to achieve a healthy balance.		
Comments:	Date	

<b>Standard 10. The professional school counselor has developed a results evaluation for the program.</b>	<b>YES</b>	<b>NO</b>
10.1 The professional school counselor includes every student in the results.		
10.2 The professional school counselor works with members of the school counseling team and with the principal to formulate the desired results.		
10.3 The professional school counselor knows how to collect and process data.		
Comments:	Date	
<b>Standard 11: The professional school counselor conducts a yearly program audit.</b>	<b>YES</b>	<b>NO</b>
11.1 The professional school counselor provides a yearly program audit that includes the results of all the program components.		
11.2 The professional school counselor shares the results of the program audit with the advisory council.		
11.3 The professional school counselor uses the yearly audit to make changes in the school counseling program for the following year.		

Comments:	Date	
<b>Standard 12: The professional school counselor is responsible for establishing and convening a school advisory council for the comprehensive school guidance and counseling program.</b>	<b>YES</b>	<b>NO</b>
12.1 The professional school counselor has met with the advisory council.		
12.2 The professional school counselor has reviewed the school counseling program audit with the council.		
12.3 The professional school counselor keeps a record of meeting information.		
Comments:	Date	
<b>Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.</b>	<b>YES</b>	<b>NO</b>
13.1 The professional school counselor promotes academic success of every student.		
13.2 The professional school counselor promotes equity and access for every student.		
13.3 The professional school counselor takes a leadership role within the counseling department, the school setting and the community.		
13.4 The professional school counselor understands reform issues and works to close the achievement gap.		
13.5 The professional school counselor collaborates with teachers, parents and the community to promote academic success of students.		
13.6 The professional school counselor builds effective teams by encouraging collaboration among all school staff.		
13.7 The professional school counselor uses data to recommend systemic change in policies and procedures that limit or inhibit academic achievement.		
Comments:	Date:	

Counselor's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluator's Name: \_\_\_\_\_ Date: \_\_\_\_\_