

Counselor Performance Evaluation System Counselor Self Appraisal

Pages 1-8 are for each counselor to access by September 1. Pages 2-3 are instructional pages.

Page 4 is to be signed by the appraiser and counselor and on file by the last school day in September.

Pages 5-8 are to be completed by the counselor and turned in to the appraiser by the last school day in January.

Counselor Performance Evaluation System Self Appraisal

For the Wichita Falls Independent School District:

All counselors are to be evaluated annually. The appraiser for the counselor will be the campus principal and/or his designee. The district counselor supervisor may include documentation to be included in the counselor's evaluation.

Overview of the System

The Counselor Performance Evaluation System includes thirty-three evaluation criteria organized in eight domains. The eight domains are:

- Domain I: Program Management
- Domain II: Guidance
- Domain III: Counseling
- Domain IV: Consultation
- Domain V: Coordination
- Domain VI: Student Assessment
- Domain VII: Professional Behavior
- Domain VIII: Professional Standard

Scoring of the domains is done primarily through observational data, responses from the individual counselor on the Counselor Performance Evaluation Form, and relevant data from students, school personnel, and other community members may also be used if documented and shared with the counselor.

Appraisal Period Timeline

The Counselor Performance Evaluation Form is to be signed and on file by the last school day in September.

The Counselor Self-Report Appraisal System short form is due to the appraiser no later than the last school day in January.

The counselor's appraiser will complete, conference, and sign the long version of the Counselor Self-Report Appraisal System form appraisal with the counselor by the last school day of April.

COUNSELOR PERFORMANCE EVALUATION FORM

NAME OF COUNSELOR: _____

SCHOOL AND DISTRICT: _____

EVALUATION PERIOD: _____ through _____
month/day/year month/day/year

YEARS OF COUNSELING EXPERIENCE:

Present counseling position _____	Total in other districts _____
Total in current district _____	Other counseling experience _____

ASSIGNMENT (check applicable): Elementary____ Junior High____ High School____

STUDENT LOAD:
Assignment _____ Number _____

EVALUATOR (name printed): _____ Title _____

WEIGHTS (%) for each domain agreed upon by the counselor and evaluator at the beginning of the evaluation cycle:

- _____ Program Management
- _____ Guidance
- _____ Counseling
- _____ Consultation
- _____ Coordination
- _____ Student Assessment
- _____ Professional Behavior
- _____ Professional Standards
- 100 TOTAL

PROFESSIONAL ACTIVITIES: This section is to be used by the counselor to update his/her professional file with current professional activities and organizational memberships.

Evaluator signature Date

Counselor signature Date

Name _____ Appraiser _____ Date _____ Campus _____

Counselor Self Report Appraisal System

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 1: Program management

1. Plans a balanced comprehensive developmental guidance and counseling program	5	4	3	2	1	NA
2. Implements a balanced comprehensive developmental guidance and counseling program	5	4	3	2	1	NA
3. Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program	5	4	3	2	1	NA
4. Promotes the balanced provision of program content areas	5	4	3	2	1	NA
5. Manages program personnel and/or other program resources	5	4	3	2	1	NA
6. Collaborates with others to plan, implement, evaluate, and promote the counseling program	5	4	3	2	1	NA
7. Advocates the counseling program and counselors' ethical and professional standards with personnel, parents, students, and the community	5	4	3	2	1	NA
Total	_____	_____	_____	_____	_____	_____

Domain Average _____

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 2: Guidance

1. Plans structured group lessons	5	4	3	2	1	NA
2. Conducts structured group lessons	5	4	3	2	1	NA

3. Involves others to promote the guidance to promote the guidance curriculum	5	4	3	2	1	NA
4. Guides students and parents to manage post-secondary opportunities	5	4	3	2	1	NA
5. Guides students and parents to manage the student's own career development	5	4	3	2	1	NA
6. Guides students and parents to manage a student's own personal and social development	5	4	3	2	1	NA
7. Uses accepted theories and effective techniques to promote the career, educational, personal, and social development of students	5	4	3	2	1	NA

Total

____ _

Domain Average

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 3: Counseling

1. Uses accepted theories and effective techniques to provide individual developmental, preventive, remedial, and/or crisis counseling	5	4	3	2	1	NA
2. Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling	5	4	3	2	1	NA

Total

____ _

Domain Average

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 4: Consultation

1. Consults with parents, school personnel, and other community members to promote student success	5	4	3	2	1	NA
2. Consults with parents, school personnel, and other community members to promote understanding of student development, individual behavior, the student's environment and human relationships	5	4	3	2	1	NA
3. Provides professional expertise to advocate for students	5	4	3	2	1	NA
Total	_____	_____	_____	_____	_____	_____
Domain Average	_____					

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 5: Coordination

1. Coordinates people and other resources to promote student success	5	4	3	2	1	NA
2. Uses an effective process when referring students, parents, and/or others to special programs and services	5	4	3	2	1	NA
Total	_____	_____	_____	_____	_____	_____
Domain Average	_____					

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 6: Student Assessment

1. Adheres to legal, ethical, and professional	5	4	3	2	1	NA
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standards

2. Interprets standardized test results and other assessment data to guide students	5	4	3	2	1	NA
3. Guides student goal setting and planning	5	4	3	2	1	NA
Total	___	___	___	___	___	___
Domain Average	_____					

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 7: Professional Behavior

1. Demonstrates professionalism	5	4	3	2	1	NA
2. Advocates diversity	5	4	3	2	1	NA
3. Establishes and maintains professional relationships	5	4	3	2	1	NA
Total	___	___	___	___	___	___
Domain Average	_____					

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Domain 8: Professional Standards

1. Adheres to legal standards including school board policies	5	4	3	2	1	NA
2. Adheres to state, district, and campus standards, regulations, and procedures	5	4	3	2	1	NA
3. Is committed to current professional standards of competence and practice	5	4	3	2	1	NA

4. Promotes and follows ethical standards	5	4	3	2	1	NA
5. Demonstrates professional and responsible work habits	5	4	3	2	1	NA
6. Uses professional written and oral communication and interpersonal skills	5	4	3	2	1	NA
Total	—	—	—	—	—	—
Domain Average	_____					