

WEST BATON ROUGE PARISH SCHOOL SYSTEM GUIDANCE COUNSELOR EVALUATION

Counselor _____ Location _____

Evaluator _____ Date _____

Years in Position 0-3 4+

Directions: The evaluator is to indicate the appropriate rating of each major topic by placing a **circle** around the **S, NI, or U**. The evaluator shall then **mark** each item under the major headings using (S) to denote satisfactory performance, (NI) to denote needs improvement, or (U) to denote unsatisfactory performance.

PERFORMANCE RESPONSIBILITIES

	S	NI	U
A. PLANNING	—	—	—
• Identifies and plans for individual differences	—	—	—
• Develops a written plan with clear and concise written objectives for providing guidance services	—	—	—
B. MANAGEMENT	—	—	—
• Assesses student progress	—	—	—
• Takes appropriate precautions to protect students, equipment, materials and facilities	—	—	—
• Maximizes the amount of time available for guidance services	—	—	—
• Maintains accurate, complete and correct records	—	—	—
• Manages learner behavior to provide productive learning opportunities	—	—	—
• Performs duty assignments	—	—	—
C. COUNSELING	—	—	—
• Provides individual counseling in a confidential setting	—	—	—
• Provides small group counseling sessions in a confidential setting	—	—	—
• Provides activities and experiences for students to develop a positive self-concept through an understanding of abilities, interests, and strengths	—	—	—
• Provides activities and experiences for students to develop appropriate social skills	—	—	—
• Provides activities and experiences for students to develop a positive attitude toward acceptable behavior at school, home, and in the community	—	—	—
• Provides activities and experiences for students to develop problem-solving skills	—	—	—
• Provides activities and experiences for students to develop career-related goals	—	—	—
D. CONSULTATION	—	—	—
• Consults with appropriate staff and/or agencies on behalf of the student	—	—	—
• Provides opportunities for administrators, teachers, and parents to discuss concerns related to students	—	—	—
• Maintains and fosters confidentiality in regard to information concerning students	—	—	—
• Participates in school building-level committees	—	—	—
E. INSTRUCTION	—	—	—
• Assesses student progress	—	—	—
• Provides opportunities for student involvement in the learning process	—	—	—
• Presents appropriate content	—	—	—
• Delivers instruction effectively	—	—	—
• Integrates technology into instruction	—	—	—

F. PROFESSIONAL GROWTH AND DEVELOPMENT	S	NI	U
• Displays evidence of professional growth and participation in in-service sessions	—	—	—
• Demonstrates an awareness of current trends in school counseling	—	—	—
• Provides in-service to school staff upon request	—	—	—
• Plans for professional self-development	—	—	—

G. PERSONAL TRAITS	S	NI	U
Exhibits:			
• Poise, self-confidence, enthusiasm and optimism	—	—	—
• Punctuality	—	—	—
• Dependability	—	—	—
• Acceptable speech and grammar	—	—	—
• Effective communication with students, parents, and other adults	—	—	—
• Discreet handling of confidential information	—	—	—
• Use of suggestions for improvement	—	—	—
• Flexibility	—	—	—

COUNSELOR'S PERFORMANCE AT THIS TIME IS:

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

PROGRESS TOWARD ACHIEVEMENT OF THE PROFESSIONAL GROWTH PLAN IS:

Minimal _____ Satisfactory _____ Has reached completion _____

EVALUATOR'S NARRATIVE COMMENTS: (Attach supplemental sheet if necessary)

EVALUATOR'S SIGNATURE _____ DATE _____

COUNSELOR'S COMMENTS: (Attach supplemental sheet if necessary)

COUNSELOR'S SIGNATURE _____ DATE _____

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the rating or comments.

