

Holyoke School District Re-1J

EVALUATION INSTRUMENT

Counselor

(School Year)

(Staff Name)

DOMAIN 1: PLANNING AND PREPARATION

Component 1A: Demonstrating Knowledge of Counseling Theory and Techniques

- ✓ Counselor demonstrates understanding of counseling theory and techniques

Component 1B: Demonstrating Knowledge of Child and Adolescent Development

- ✓ Counselor displays accurate understanding of typical developmental characteristic as well as exceptions to the general pattern

Component 1C: Establishing Goals for the Program Appropriate to the Setting and Students Served

- ✓ Counselor's goals for the program are clear and appropriate for the school and the age of the students

Component 1D: Demonstrating Knowledge of State and Federal Regulations of Resources within and beyond the School and District

- ✓ Counselor displays awareness of governmental regulations and or resources for students available through the school and external to the school
- ✓ Counselor is fully aware of resources available through CTT (Consortium Team Time)

Component 1E: Planning the Counseling Program, Integrated with the Regular School Program

- ✓ Counselor's plan is highly coherent and serves to support not only the students individually and in groups, but also the broader educational program

Component 1F: Developing a Plan to Evaluate the Counseling Program

- ✓ Counselor's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which goals have been met

PLANNING AND PREPARATION: Strengths, Areas for Improvement and Goals

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DOMAIN 2: THE ENVIRONMENT

Component 2A: Creating an Environment of Respect and Rapport

- ✓ Students seek out the counselor, reflecting a high degree of comfort and trust in the relationship. Counselor teaches students how to engage in positive interactions.

Component 2B: Establishing a Culture for Productive Communication

- ✓ Counselor promotes a culture throughout the school for productive and respectful communication between and among students and teachers.

Component 2C: Managing Routines and Procedures

- ✓ Counselor's routines for the counseling office or classroom work effectively

Component 2D: Establishing Standards of Conduct and Contributing to the Culture for Student Behavior

- ✓ Counselor has established clear standards of conduct for counseling sessions, and takes a leadership role in maintaining the environment of civility in the school

Component 2E: Organizing Physical Space

- ✓ Counseling office is inviting and conducive to planned activities

THE ENVIRONMENT: Strengths, Areas for Improvement and Goals

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DOMAIN 3: DELIVERY OF SERVICE

Component 3A: Assessing Student Needs

- ✓ Counselor conducts detailed and individualized assessments of student needs to contribute to program planning.

Component 3B: Assisting Students and Teachers in the Formulation of Academic, Personal/Social and Career Plans based on Knowledge of Student Needs

- ✓ Counselor helps individual students and teachers formulate academic, person/social and career plans
- ✓ Counselor develops and implements the ICAP Program for staff and students
- ✓ All materials and resources support the instructional goals and engage students in meaningful learning
- ✓ Lessons provide for different pathways based on student need and evidence of student choice in learning

Component 3C: Using Counseling techniques in Individual and Classroom Programs

- ✓ Counselor uses a range of counseling techniques to help students acquire skills in decision making and problem solving for both interactions with other students and future planning

Component 3D: Brokering Resources to Meet Needs

- ✓ Counselor brokers with other programs and agencies both within and beyond the school or district to meet individual student needs

Component 3E: Demonstrating Flexibility and Responsiveness

- ✓ Counselor is continually seeking ways to improve the counseling program and make changes as needed in response to student, parent, or teacher input

INSTRUCTION: Strengths, Areas for Improvement and Goals

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DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

Component 4A: Reflecting on Teaching

- ✓ Counselor's reflection is highly accurate and perceptive, citing specific examples that were not fully successful for at least some students
- ✓ Counselor makes some specific suggestion as to how the counseling program might be improved

Component 4B: Maintain Accurate Records and Submitting them in a Timely Fashion

- ✓ Counselor's reports, records, and documentation are accurate and are submitted in a timely manner

Component 4C: Communicating with Families

- ✓ Counselor is proactive in providing information to families about the counseling program and about individual students through a variety of means

Component 4D: Participating in a Professional Community

- ✓ Counselor makes a substantial contribution to the school and district events and projects and assumes leadership with colleagues

Component 4E: Engaging in Professional Development

- ✓ Counselor seeks out opportunities for professional development based on an individual assessment of need

Component 4F: Showing Professionalism

- ✓ Counselor can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues

PROFESSIONAL RESPONSIBILITIES: Strengths, Areas for Improvement and Goals

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EVALUATION EVIDENCE

List of pre-conference, formal observations, post-conference, and walk-through dates included as a basis for the evaluation.

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DOMAIN SUMMARY

(Exemplary, Accomplished, Proficient, Partially Proficient and Basic)

DOMAIN 1: PLANNING AND PREPARATION	E	A	P	PP	B
DOMAIN 2: THE ENVIRONMENT	E	A	P	PP	B
DOMAIN 3: DELIVERY OF SERVICE	E	A	P	PP	B
DOMAIN 4: PROFESSIONAL RESPONSIBILITIES	E	A	P	PP	B

SUMMARY COMMENTS

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Recommendation:

_____ Rehired for the _____ school year and eligible for steps and lane pay advancement

_____ Remediation Plan

_____ Non-renewal

Signature of counselor does not indicate agreement of the evaluation, but notice of the evaluation results.

Counselor Signature

Date

Evaluator Signature

Date