

SCHOOL COUNSELOR:
DATE OF OBSERVATION:
OBSERVER:

SCHENECTADY CITY SCHOOL DISTRICT
Office of Student Support

INDICATORS OF SCHOOL COUNSELORS PERFORMANCE

FORMATIVE EVALUATION GUIDE

TIME FRAME:

- October 15 – November 15
- **November 15 – December 15**
- January 15 – February 15

Final Annual Summative Evaluation due March 1

SCHOOL COUNSELOR:
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SCHOOL COUNSELOR LEVEL OF PERFORMANCE

DOMAIN 1: PLANNING & PREPARATION	COUNSELOR	SUPERVISOR
1. Demonstrating Knowledge of School Counseling	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
2. Demonstrating Knowledge of Students	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
3. Developing and Interpreting Advisement Goals	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
4. Demonstrating Knowledge of Resources	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
5. Demonstrating Coherent Guidance Activities	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
6. Interpreting Student Achievement of Advisement Goals	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished

OVERALL RATING

Unsatisfactory	Developing	Basic	Proficient	Outstanding
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SUPERVISOR COMMENTS:

SCHOOL COUNSELOR COMMENTS:

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SCHOOL COUNSELOR LEVEL OF PERFORMANCE

DOMAIN 2: The Practice Environment	COUNSELOR	SUPERVISOR
7. Creating and Environment of Respect and Rapport	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
8. Supporting a Culture for Learning	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
9. Managing Practice Procedures	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
10. Supporting Personnel in Managing Student Behavior	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
OVERALL RATING		
Unsatisfactory	Developing Basic	Proficient Outstanding

SUPERVISOR COMMENTS:

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DOMAIN 3: Counseling/ Advisement Skills	COUNSELOR	SUPERVISOR
11. Communicating Clearly and Accurately	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
12. Using Question and Discussion Techniques	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished

Techniques	Proficient Distinguished	Proficient Distinguished
13. Engaging Students in Learning during Counseling	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
14. Personal/ Social Growth	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
15. Career/ Life Planning	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
16. Academic Planning & Improvement	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
17. Providing Feedback to Students	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
18. Demonstrating Flexibility and Responsiveness	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished

SUPERVISOR COMMENTS:

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DOMAIN 4: PROFESSIONAL RESPONSIBILITIES	COUNSELOR	SUPERVISOR
19. Maintaining Accurate Records	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
20. Reflecting on School Counseling	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
21. Communicating with Families	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
22. Contributing to the School District	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
23. Participation in School District Activities	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Basic Proficient Distinguished
24. Growing and Developing Professionally	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Developing Basic Proficient Outstanding
25. Showing Professionalism	Unsatisfactory Basic Proficient Distinguished	Unsatisfactory Developing Basic Proficient Outstanding
OVERALL RATING		
Unsatisfactory	Developing	Basic Proficient Outstanding

SUPERVISOR COMMENTS:

SCHOOL COUNSELOR COMMENTS:

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SUMMARY:

DATE OF OBSERVATION:
STUDENT GROUP:

Supervisor

Date

Counselor

*Signature indicates that the Counselor has reviewed the form.

Copies to be sent shortly after the conference to:
Counselor
Human Resource Department
Principal
PPS Supervisor

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OBSERVER:

