

SAMPLE School Counselor Performance Report

Directions: Evaluators can use this form to provide the school counselor with an assessment of performance. This template is designed as a sample for use by school divisions and can be modified to meet local needs. The school counselor should be given a copy of the form at the end of each evaluation cycle.

Counselor Name _____ **School Year(s)** _____

Evaluator _____ **School** _____

Contract Status: *Provisional* *Continuing Contract*

Exemplary Professional Performance (4) <i>*In addition to meeting the standard</i>	Professional Performance (3) <i>*Expected level</i>	Performance Needs Improvement (2)	Unsatisfactory Performance (1)
<i>The school counselor actively seeks and uses a variety of data and resources and consistently differentiates plans to meet the needs of all students.</i>	<i>The school counselor plans using the Virginia Standards for School Counseling Programs, effective strategies, resources, and data to meet the needs of all students.</i>	<i>The school counselor inconsistently uses the Virginia Standards for School Counseling Programs, effective strategies, resources, and data to meet the needs of all students.</i>	<i>The school counselor does not plan or plans without adequately using Virginia Standards for School Counseling Programs, effective strategies, resources, and data.</i>

<p>1. Professional Knowledge <i>The school counselor demonstrates an understanding of the school curriculum, the counseling program, and the developmental needs of students by providing relevant learning experiences, counseling, and support services.</i></p> <p>The counselor:</p> <p>1.1 Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences. 1.2 Provides individual counseling, small group counseling, and classroom instruction ensuring access to resources that promote academic achievement; social, and emotional development; and career development including the identification of appropriate postsecondary education for every student. 1.3 Utilizes counseling theories and techniques in different settings, such as individual and group counseling and classroom instruction. 1.4 Demonstrates knowledge of best practices of school counseling.</p> <p>1.5 Knows how to differentiate instruction and program to make subject content relevant, challenging, and meaningful for all students. 1.6 Understands multicultural and pluralistic trends when developing and choosing school counseling core curriculum. 1.7 Understands the continuum of mental health services, including prevention and intervention strategies to enhance student success. 1.8 Utilizes the principles of working with various student populations based on ethnic and racial background, English language proficiency, special needs, religion, gender, sexual orientation and socio-economic status. 1.9 Establishes instructional goals that demonstrate an accurate knowledge of students and assigned subject content.</p> <p><i>Comments:</i></p>	<p>Rating</p> <p><input type="checkbox"/> Exemplary Professional Performance</p> <p><input type="checkbox"/> Professional Performance</p> <p><input type="checkbox"/> Performance Needs Improvement</p> <p><input type="checkbox"/> Unsatisfactory Performance</p> <p>Total Score ____</p>
<p>2. Instructional Planning <i>The school counselor plans using state and national standards and effective strategies, resources, and data to meet the needs of all students.</i></p> <p>The counselor:</p> <p>2.1 Aligns instructional objectives, learning activities, and assessments to state and national standards to drive the implementation of a comprehensive school counseling program. 2.2 Designs instruction that is based on the principles of effective instruction by collaborating with colleagues, other professionals, and families. 2.3 Designs instruction and responsive services such as consultation, individual and small group counseling, crisis counseling, referrals and peer facilitation that are based on the principles of effective instruction that reflects best practices by consulting with students, collaborative teams,</p> <p>2.5 Selects appropriate instructional strategies, resources, materials, and interventions used in responsive services that promote student engagement, learning, goal setting, decision making, social skills, transition, and academic and career planning based on different learning preferences and readiness. 2.6 Gathers, analyzes, synthesizes, and disaggregates student data for long-range learning plans. 2.7 Creates data-driven interventions that promote academic achievement, social/emotional development, and career</p>	<p>Rating</p> <p><input type="checkbox"/> Exemplary Professional Performance</p> <p><input type="checkbox"/> Professional Performance</p> <p><input type="checkbox"/> Performance Needs Improvement</p> <p><input type="checkbox"/> Unsatisfactory Performance</p>

SAMPLE: School Counselor Summative Performance Report

Created in collaboration with Henrico County Public Schools, York County Public Schools, and the Virginia School Counselor Association

<p>colleagues, families, and other professionals. 2.4 Selects appropriate strategies, resources, and materials that promote student engagement, learning, and problem solving based on different learning preferences and readiness levels.</p> <p><i>Comments:</i></p>	<p>planning for every student.</p>	<p>Total Score ____</p>
<p>3. Instructional Delivery <i>The school counselor effectively engages students in learning, goal setting, and personal growth activities using a variety of strategies to meet individual needs.</i></p> <p>The counselor:</p> <p>3.1 Effectively engages students by using a variety of instructional strategies in order to meet individual learning needs. 3.2 Understands methods for helping students develop self-advocacy skills, monitor and direct their own learning, and develop social/emotional and career development. 3.3 Selects, evaluates and integrates, and refines a variety of teaching strategies, delivery methods, and resources. Develops and utilizes materials and instructional strategies to meet student needs, school goals, and school counseling program goals.</p> <p><i>Comments:</i></p>		<p>Rating</p> <p><input type="checkbox"/> Exemplary Professional Performance</p> <p><input type="checkbox"/> Professional Performance</p> <p><input type="checkbox"/> Performance Needs Improvement</p> <p><input type="checkbox"/> Unsatisfactory Performance</p> <p>Total Score ____</p>
<p>4. Assessment of/for Student Learning <i>The school counselor participates and shares in analyzing and using relevant data to measure individual student and group academic and social/emotional progress and provides timely feedback to faculty, students, and parents throughout the school year.</i></p> <p>The counselor:</p> <p>4.1 Develops strategies to implement individual student planning, such as strategies for appraisal, advisement, goal setting, decision-making, social skills, transition, or postsecondary planning. 4.5 Uses student data to demonstrate a need for systemic change in areas such as course enrollment patterns, equity and access, and the achievement, opportunity, and information gap. 4.6 Engages students in understanding of</p>		<p>Rating</p> <p><input type="checkbox"/> Exemplary Professional Performance</p> <p><input type="checkbox"/> Professional Performance</p>

SAMPLE: School Counselor Summative Performance Report

Created in collaboration with Henrico County Public Schools, York County Public Schools, and the Virginia School Counselor Association

<p>4.2 Utilizes a variety of formative and summative assessments that demonstrates students' growth in knowledge and skills over time.</p> <p>4.3 Works independently and collaboratively to analyze and interpret multiple sources of data to identify student learning needs, guide planning and instruction, and assess the effectiveness of instruction.</p> <p>4.4 Analyzes, synthesizes, interprets, and disaggregates relevant data (including process, perception, and results data) to examine student outcomes and to identify and implement interventions that improve student achievement and behavior.</p> <p><i>Comments:</i></p>	<p>assuming responsibility for quality work and provides timely, frequent, and effective feedback to guide that work.</p> <p>4.7 Provides timely and meaningful feedback to students and parents explaining student progress towards learning expectations and targets.</p>	<p><input type="checkbox"/> <i>Performance Needs Improvement</i></p> <p><input type="checkbox"/> <i>Unsatisfactory Performance</i></p> <p><i>Total Score</i> ____</p>
<p>5. Learning Environment</p> <p><i>The school counselor uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning and personal growth.</i></p> <p>The counselor:</p> <p>5.1 Collaborates with stakeholders such as parents and guardians, teachers, counselors, administrators, and community leaders to create learning environments that promote educational equity and access for every student.</p> <p>5.2 Creates and maintains a positive and safe environment to maximize learning and promote students' social/emotional development.</p> <p>5.3 Encourages staff involvement to ensure the effective implementation of the school counseling curriculum.</p> <p><i>Comments:</i></p>	<p>5.4 Promotes cultural sensitivity by respecting students' diversity, including but not limited to language, culture, race, gender, sexual orientation, and special needs.</p> <p>5.5 Enforces classroom rules and procedures consistently and fairly to maximize academic learning time.</p> <p>5.6 Demonstrates time and classroom management as well as instructional and organizational skills.</p>	<p>Rating</p> <p><input type="checkbox"/> <i>Exemplary Professional Performance</i></p> <p><input type="checkbox"/> <i>Professional Performance</i></p> <p><input type="checkbox"/> <i>Performance Needs Improvement</i></p> <p><input type="checkbox"/> <i>Unsatisfactory Performance</i></p> <p><i>Total Score</i> ____</p>

<p>6. Professionalism <i>The school counselor maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning and emotional wellbeing.</i></p> <p>The counselor:</p> <p>6.1 Practices within the ethical and statutory limits of confidentiality. 6.2 Establishes goals for improving one's own/personal knowledge and skills and participates in professional growth opportunities to meet those goals. 6.3 Collaborates with colleagues within and across content areas and grade levels to promote academic achievement, career development, and social/emotional development for all students. 6.4 Collaborates with colleagues to develop consistent policies and procedures that create a school culture conducive to learning.</p> <p>6.5 Collaborates, communicates, and works in partnership with students, families, administrators, and colleagues within the school community to promote student learning at school and support student learning at home. 6.6 Effectively uses standard oral and written English in all communications. 6.7 Applies the ethical standards and principles of the school counseling profession and adheres to the legal aspects of the role of the school counselor.</p> <p><i>Comments:</i></p>	<p>Rating</p> <p><input type="checkbox"/> Exemplary Professional Performance</p> <p><input type="checkbox"/> Professional Performance</p> <p><input type="checkbox"/> Performance Needs Improvement</p> <p><input type="checkbox"/> Unsatisfactory Performance</p> <p>Total Score ____</p>
<p>7. Student Academic/Achievement Progress <i>The work of the school counselor results in acceptable, measurable, and appropriate student progress. Data may be collected through observation of classroom lessons, counselor interviews, reviewing program documents and data, counselor intervention outcomes, etc. (Observing small group or individual counseling should be avoided due to student confidentiality.)</i></p> <p>The counselor:</p> <p>7.1 In collaboration with the evaluator, uses</p> <p>7.2 In collaboration with the evaluator,</p>	<p>Rating</p> <p><input type="checkbox"/> Exemplary Professional Performance</p>

SAMPLE: School Counselor Summative Performance Report

Created in collaboration with Henrico County Public Schools, York County Public Schools, and the Virginia School Counselor Association

<p>multiple measures of school and student data to set school counseling program goals that are strategic and specific, measurable, attainable, relevant, rigorous, and time-bound.</p> <p><i>Comments:</i></p>	<p>reflects on student progress over time, using documented evidence to demonstrate student growth, adjust practice, and meet goals.</p>	<p><input type="checkbox"/> <i>Professional Performance</i></p> <p><input type="checkbox"/> <i>Performance Needs Improvement</i></p> <p><input type="checkbox"/> <i>Unsatisfactory Performance</i></p> <p><i>Total Score</i> ____</p>
---	--	---

School Counselor Evaluation Summary

	Exemplary Professional Performance (4)	Professional Performance (3)	Performance Needs Improvement (2)	Unsatisfactory Performance (1)	Weight
Performance Standard 1: Professional Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ x .1 = ____
Performance Standard 2: Instructional Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ x .1 = ____
Performance Standard 3: Instructional Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ x .1 = ____
Performance Standard 4: Assessment of/for Student Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ x .1 = ____
Performance Standard 5: Learning Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ x .1 = ____
Performance Standard 6: Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	____ x .1 = ____

SAMPLE: School Counselor Summative Performance Report

Created in collaboration with Henrico County Public Schools, York County Public Schools, and the Virginia School Counselor Association

Performance Standard 7: Student Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___ x .4 = ___
<i>Evaluator add the weighted score of the seven performance standards For a total weighted rating of 1-4.</i>			Total Weighted Rating:		
Overall Teacher Performance Rating <input type="checkbox"/> Exemplary Professional Performance (3.5-4) <input type="checkbox"/> Professional Performance (2.5-3.4) <input type="checkbox"/> Performance Needs Improvement (1.5-2.4) <input type="checkbox"/> Unsatisfactory Performance (1-1.4)			<input type="checkbox"/> Check here if a summative evaluation decision rule overrides the total weighted rating.		

Summative Evaluation Decision Rules:

- A School Counselor receiving 3 or more *Performance Needs Improvement* will result in an overall summative rating of *Unsatisfactory Performance* regardless of the final overall numerical score.
- A School Counselor receiving 1 *Unsatisfactory Performance* rating will result in an overall summative rating of *Unsatisfactory Performance* regardless of the final overall numerical score.

Overall Evaluation Summary:

Include comments here

Exemplary Professional Performance

Professional Performance

Performance Needs Improvement

Unsatisfactory Performance

Recommended for placement on a *Performance Improvement Plan*. (One or more standards are *Unsatisfactory*, or two or more standards are *Performance Needs Improvement*.)

Commendations:

Areas Noted for Improvement:

Improvement Goals:

SAMPLE: School Counselor Summative Performance Report

Created in collaboration with Henrico County Public Schools, York County Public Schools, and the Virginia School Counselor Association

Evaluator's Name

Counselor's Name

Evaluator's Signature

Counselor's Signature (Counselor's signature denotes receipt of the summative evaluation, not necessarily agreement with the contents of the form.)

Date

Date

Site Administrator's Name

Site Administrator's Signature

Date