

SCHOOL DISTRICT OF GADSDEN COUNTY

GUIDANCE COUNSELOR

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Develop guidance programs based on developmental needs of students, needs assessments and school and District priorities.
2. Establish short- and long-range plans based on student needs, as well as school, District and state priorities.
3. Communicate goals and services of the counseling programs to school administration, staff, students and parents.
4. Establish priorities and an implementation schedule for counseling and student service programs.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

GUIDANCE COUNSELOR (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Review, evaluate and select a variety of materials to support a well-balanced counseling program.
- 6. Implement, coordinate and monitor school-wide counseling services and activities.
- 7. Establish an environment for an effective counseling program.
- 8. Establish and follow procedures for appropriate intervention in accordance with school, District and state laws, rules and policies.
- 9. Maintain student records according to established guidelines.
- 10. Participate in school-wide events, committees and supervisory responsibilities to assure student safety.
- 11. Use technology resources effectively.

Source Code (circle choices)

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3. ASSESSMENT / EVALUATION

Category Definitions

- 12. Demonstrate knowledge of theories, techniques and instruments used for assessments.
- 13. Coordinate testing program, interpret scores and communicate results.
- 14. Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- 15. Exercise confidentiality in the sharing of results.
- 16. Use relevant assessment data to make recommendations to students, parents, teachers and other professionals.
- 17. Evaluate counseling program objectives, including using feedback from students, parents and staff.

Source Code (circle choices)

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GUIDANCE COUNSELOR (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 18. Provide personal / social growth counseling including individual and group concerning academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution, goal setting and effective coping skills necessary to refuse participation in substance abuse and physical violence.
- 19. Recognize, appreciate and serve the cultural differences and special needs of individuals and families.
- 20. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting action.
- 21. Orient new students and their parents and assist students moving from grade to grade or school to school.
- 22. Provide interventions for at-risk students and those with special learning and behavioral needs.
- 23. Implement programs for career awareness and, at secondary level, comprehensive educational / career plans that target high school completion, post-secondary opportunities, scholarships and financial aid information.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 24. Consult with students, parents, teachers and other school staff to assist in meeting needs of students.
- 25. Work effectively with parents.
- 26. Serve as advocate for students.
- 27. Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health and community services.
- 28. Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional and economic.

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GUIDANCE COUNSELOR (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 29. Provide information to and / or inservice teachers, administrators and other school staff.
- 30. Keep abreast of current trends in counseling and guidance.
- 31. Participate in meetings, training sessions and other activities for improvement of professional knowledge and skills.

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- Needs Improvement
- Effective
- Very Effective
- Outstanding

7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 32. Model and maintain high professional and ethical standards.
- 33. Identify student / school issues and facilitate and follow established procedures.
- 34. Use positive interpersonal skills to encourage cooperative efforts between staff, students, families and the community.
- 35. Prepare all required reports and maintain all appropriate records.
- 36. Ensure that reports are filed timely and accurately.
- 37. Perform other duties as assigned.

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GUIDANCE COUNSELOR (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 38. Review student records and indicators: portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records and others as deemed appropriate by the District guidelines to evaluate student needs and plan program.
- 39. Collaborate with staff to ensure that student growth / achievement is continuous and appropriate for age group and / or subject program classification.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

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GUIDANCE COUNSELOR (Continued)

9. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
 The accurate and timely filing of all school reports.
 The completion of required professional development services.
 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
 Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

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OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

 Signature of Evaluatee Date

Comments of the Evaluator:

 Signature of Evaluator Date