

School Counselor Performance Appraisal Form

<b>Standard 1: The professional school counselor plans, organizes and delivers the comprehensive school counseling program.</b>	<b>YES</b>	<b>NO</b>
1.1 A program has been written to meet the needs of the school.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The professional school counselor demonstrates interpersonal relationships with students.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 The professional school counselor demonstrates positive interpersonal relationships with educational staff.	<input type="checkbox"/>	<input type="checkbox"/>
1.4 The professional school counselor demonstrates positive interpersonal relationships with parents/guardians.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 2: The professional school counselor implements the guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.</b>	<b>YES</b>	<b>NO</b>
2.1 The professional school counselor teaches guidance units effectively.	<input type="checkbox"/>	<input type="checkbox"/>
2.2 The professional school counselor develops materials and instructional strategies to meet student needs and school goals.	<input type="checkbox"/>	<input type="checkbox"/>
2.3 The professional school counselor encourages staff involvement to ensure the effective implementation of the guidance curriculum.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 3: The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents through the development of educational and career plans.</b>	<b>YES</b>	<b>NO</b>
3.1 The professional school counselor, in collaboration with parents, helps students establish goals and develop and use planning skills.	<input type="checkbox"/>	<input type="checkbox"/>
3.2 The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 4: The professional school counselor implements the responsive services component through the effective use of individual and small-group counseling, consultation and referral skills.</b>	<b>YES</b>	<b>NO</b>
4.1 The professional school counselor counsels individual students and groups of students with identified needs/concerns.	<input type="checkbox"/>	<input type="checkbox"/>
4.2 The professional school counselor consults effectively with parents, teachers, administrators and other relevant individuals.	<input type="checkbox"/>	<input type="checkbox"/>
4.3 The professional school counselor implements an effective referral process with administrators, teachers and other school personnel.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	

<b>Standard 5: The professional school counselor implements the systems support component through effective guidance program management and support for other educational programs.</b>	<b>YES</b>	<b>NO</b>
5.1 The professional school counselor provides a comprehensive and balanced guidance program in collaboration with school staff.	<input type="checkbox"/>	<input type="checkbox"/>
5.2 The professional school counselor provides support for other school programs.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 6: The professional school counselor has discussed the counseling department management system and the program action plans with the school administrator.</b>	<b>YES</b>	<b>NO</b>
6.1 The professional school counselor has discussed the qualities of the counselor management system with the other members of the counseling staff and has agreement.	<input type="checkbox"/>	<input type="checkbox"/>
6.2 The professional school counselor has discussed the program results that will be obtained on the action plans for the school year.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 7: The professional school counselor knows how to use data as a guide to program direction and emphasis.</b>	<b>YES</b>	<b>NO</b>
7.1 The professional school counselor uses school data to make decisions regarding student choice of classes and special programs.	<input type="checkbox"/>	<input type="checkbox"/>
7.2 The professional school counselor uses data from the counseling program to make decisions regarding revisions to the school counseling program.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 8: The professional school counselor monitors the students on a regular basis as they progress in school.</b>	<b>YES</b>	<b>NO</b>
8.1 The professional school counselor is accountable for monitoring the progress of every student.	<input type="checkbox"/>	<input type="checkbox"/>
8.2 The professional school counselor implements monitoring activities appropriate to his/her own school.	<input type="checkbox"/>	<input type="checkbox"/>
8.3 The professional school counselor develops appropriate interventions for students as needed and monitors their progress.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	

<b>Standard 9: The professional school counselor implements the master calendar/time component to have an efficiently run program.</b>	<b>YES</b>	<b>NO</b>
9.1 The professional school counselor uses a master calendar to plan activities through the year.	<input type="checkbox"/>	<input type="checkbox"/>
9.2 The professional school counselor distributes the master calendar to parents, staff and students.	<input type="checkbox"/>	<input type="checkbox"/>
9.3 The professional school counselor posts a weekly/monthly calendar.	<input type="checkbox"/>	<input type="checkbox"/>
9.4 The professional school counselor analyzes his/her time spent in each of the four areas of the management system to achieve a healthy balance.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 10: The professional school counselor has developed a results evaluation for the program.</b>	<b>YES</b>	<b>NO</b>
10.1 The professional school counselor includes every student in the results.	<input type="checkbox"/>	<input type="checkbox"/>
10.2 The professional school counselor works with members of the school counseling team and with the principal to formulate the desired results.	<input type="checkbox"/>	<input type="checkbox"/>
10.3 The professional school counselor knows how to collect and process data.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 11: The professional school counselor conducts a yearly program audit.</b>	<b>YES</b>	<b>NO</b>
11.1 The professional school counselor provides a yearly program audit that includes the results of all the program components.	<input type="checkbox"/>	<input type="checkbox"/>
11.2 The professional school counselor shares the results of the program audit with the advisory council.	<input type="checkbox"/>	<input type="checkbox"/>
11.3 The professional school counselor uses the yearly audit to make changes in the school counseling program for the following year.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	
<b>Standard 12: The professional school counselor is responsible for establishing and convening a school advisory council for the comprehensive school guidance and counseling program.</b>	<b>YES</b>	<b>NO</b>
12.1 The professional school counselor has met with the advisory council.	<input type="checkbox"/>	<input type="checkbox"/>
12.2 The professional school counselor has reviewed the school counseling program audit with the council.	<input type="checkbox"/>	<input type="checkbox"/>
12.3 The professional school counselor keeps a record of meeting information.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	

<b>Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.</b>	<b>YES</b>	<b>NO</b>
13.1 The professional school counselor promotes academic success of every student.	<input type="checkbox"/>	<input type="checkbox"/>
13.2 The professional school counselor promotes equity and access for every student.	<input type="checkbox"/>	<input type="checkbox"/>
13.3 The professional school counselor takes a leadership role within the counseling department, the school setting and the community.	<input type="checkbox"/>	<input type="checkbox"/>
13.4 The professional school counselor understands reform issues and works to close the achievement gap.	<input type="checkbox"/>	<input type="checkbox"/>
13.5 The professional school counselor collaborates with teachers, parents and the community to promote academic success of students.	<input type="checkbox"/>	<input type="checkbox"/>
13.6 The professional school counselor builds effective teams by encouraging collaboration among all school staff.	<input type="checkbox"/>	<input type="checkbox"/>
13.7 The professional school counselor uses data to recommend systemic change in policies and procedures that limit or inhibit academic achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	Date:	