

Model Evaluation Form For Secondary Professional School Counselors

Name: _____ School: _____

Evaluator: _____

Note: The descriptors provided are simply examples of student and counselor behaviors that may be used to document criteria. The descriptors provided are not intended to be an inclusive list. The observation and/or documentation of each criterion will vary based on the context.

*Adapted from: Professional School Counselor Evaluation Criteria with Descriptors, State of Missouri.

STANDARD I
The professional school counselor implements the Guidance Curriculum Component through the use of effective instructional skills and the careful planning of structured group sessions for all students.

Reviewer Rating		
1	2	3
Inadequate	Adequate	Exemplary

Criterion 1: The professional school counselor teaches guidance units effectively.

The professional school counselor:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Organizes guidance curriculum for student mastery based student needs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Uses effective instructional strategies. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Establishes an environment conducive for student learning through the use of effective classroom management techniques. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Other... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Criterion 2: The professional school counselor encourages staff involvement to ensure the effective implementation of the guidance curriculum.

The professional school counselor:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Collaborates with or assists teachers in developing and/or teaching guidance units effectively. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Serves as a resource regarding guidance materials appropriate to the guidance units being taught | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Provides in-service training for teachers on guidance-related subject matter and guidance instruction methodology. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Other... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

STANDARD II
The professional school counselor implements the Individual Planning Component by guiding individuals and groups of students and their parents through the development of student education and occupation plans. (SEOP)

Reviewer Rating		
1	2	3
Inadequate	Adequate	Exemplary

Criterion 3: Through the SEOP (Student Education Occupation Plan) the professional school counselor, in collaboration with parents, helps students establish goals and develop and use planning skills.

The professional school counselor:

- 1. Assists students in determining their abilities, achievements, interests, and goals. Yes No
- 2. Encourages teachers, other professionals, and parents to participate in student education and occupation planning (SEOP) Yes No
- 3. Guides students to utilize assessment results in their education and occupation plans. (SEOP) Yes No
- 4. Other... Yes No

Criterion 4: The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.

The professional school counselor:

- 1. Strives to guard against over interpretation or other inappropriate use of assessment data. Yes No
- 2. Attends to the confidential and private nature of individual assessment data. Yes No
- 3. Understands/applies the basic statistical concepts essential in the use of assessment instruments and data. Yes No
- 4. Understands/applies basic concepts and principles of measurement and evaluation. Yes No
- 5. Presents information in a clear and concise manner. Yes No
- 6. Organizes and makes educational and career information available Yes No
- 7. Helps students and their parents become aware of the range of educational opportunities available. Yes No
- 8. Other... Yes No

STANDARD III
The professional school counselor implements the Responsive Services Component through the effective use of individual and small group counseling, consultation, and referral skills.

Reviewer Rating		
1	2	3
Inadequate	Adequate	Exemplary

Criterion 5: The professional school counselor counsels individual students and small groups of students with identified needs/concerns.

The professional school counselor:

- 1. Informs students, parents, teachers, and administrators about the process that can be used to refer students for individual or small group counseling. Yes No
- 2. Provides individual counseling and small group counseling using accepted theories and techniques appropriate for school counseling in a global society. Yes No
- 3. Adheres to the State Family Educational Rights and Privacy Act (FERPA) 53A-13-301 by receiving parental permission for individual and group counseling. Yes No
- 4. Demonstrates the use of developmentally appropriate small group and individual techniques that are relevant to the topic and to the

- student's needs and concerns.
5. Other... Yes No

Criterion 6: The professional school counselor consults effectively with parents, teachers, administrators and other relevant individuals.

The professional school counselor:

1. Uses an effective consultation model and appropriate procedures in consulting with individuals and groups. Yes No
- a. Interprets information and ideas effectively.
 - b. Gathers information as needed to consult effectively and efficiently.
 - c. Understands consultee's responsibility and goals.
 - d. Establishes credibility by suggesting a variety of options, alternatives, resources or strategies.
 - e. Is appreciative of ideas expressed by others.
2. Facilitates communication promoting a spirit of compromise and cooperation. Yes No
3. Other... Yes No

Criterion 7: The professional school counselor implements an effective referral process in collaboration with parents, administrators, teachers, and other school personnel.

The professional school counselor:

1. Understands and articulates the rationale and criteria for the referral process. Yes No
2. Develops and maintains a current list of appropriate and effective referral sources. Yes No
3. Determines the need for, and makes referrals when necessary. Yes No
4. Assists students and their parents during and after the referral process. Yes No
5. Keeps teachers informed about the referral process as appropriate. Yes No
6. Participates in the development of follow-up activities for students. Yes No
7. Other... Yes No

STANDARD IV
The professional school counselor implements the System Support Component through effective guidance program management and support for other educational programs.

Reviewer Rating		
1	2	3
Inadequate	Adequate	Exemplary

Criterion 8: The professional school counselor provides a comprehensive and balanced guidance program in collaboration with school staff

The professional school counselor:

1. Provides comprehensive guidance program activities consistent with identified student needs. Yes No
- a. Conducts formal and informal needs assessments to determine needs and priorities as perceived by students.
 - b. Follows priorities established in the comprehensive guidance program framework.
2. Uses sound organizational skills Yes No
- a. Sets time-lines and follows them

- b. Operates from a program calendar
- 3. Uses resources effectively Yes No
- 4. Establishes and carries out an effective comprehensive guidance program evaluation. Yes No
 - a. Evaluates effectiveness of guidance activities
 - b. Uses results of evaluation to improve guidance program.
- 5. Explains the philosophy, priorities, and practices of the comprehensive guidance program effectively and articulately to school staff, parents, and the community. Yes No
- 6. Other... Yes No

Criterion 9: The professional school counselor provides support for other school programs.

The professional school counselor:

- 1. Serves on building and district committees as appropriate. Yes No
- 2. Works cooperatively with other school personnel in the best interest of students and for the betterment of the district. Yes No
- 3. Carries out "fair share responsibilities" as appropriate. Yes No
- 4. Other... Yes No

STANDARD V
The professional school counselor uses professional communication and interaction with the school community.

Reviewer Rating		
1	2	3
Inadequate	Adequate	Exemplary

Criterion 10: The professional school counselor demonstrates positive interpersonal relations with students.

The professional school counselor:

- 1. Promotes positive self-image in students. Yes No
- 2. Provides a climate which opens up communication with students. Yes No
- 3. Interacts with students in a mutually respectful and friendly manner. Yes No
- 4. Makes an effort to know students as individuals. Yes No
- 5. Is available to all students. Yes No
- 6. Uses discretion in handling confidential information and difficult situations. Yes No
- 7. Other... Yes No

Criterion 11: The professional school counselor demonstrates positive interpersonal relations with educational staff.

The professional school counselor:

- 1. Works cooperatively with colleagues in planning guidance activities. Yes No
- 2. Shares ideas, materials, and method with other staff members. Yes No
- 3. Works well with support staff. Yes No
- 4. Works cooperatively with the schools' administration to implement policies and regulations for which the school is responsible. Yes No
- 5. Informs administrators and/or appropriate school personnel of school-related matters. Yes No
- 6. Other... Yes No

Criterion 12: The professional school counselor demonstrates positive interpersonal relations with parents/patrons.

The professional school counselor:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Cooperates with parents in the best interest of the student. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Provides a climate which opens up communication with parents. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Handles expressions of conflict in a constructive manner. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Promotes patron involvement with the school. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Initiates communication with parents as appropriate. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Other... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

STANDARD VI
The professional school counselor fulfills professional responsibilities.

Reviewer Rating		
1	2	3
Inadequate	Adequate	Exemplary

Criterion 13: The professional school counselor demonstrates a commitment to ongoing professional growth.

The professional school counselor:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Participates in professional activities such as membership and involvement in professional organizations, course-work, workshops, and conferences. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Seeks opportunities to learn from colleagues, students, parents, and community members. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Keeps abreast of developments in the counseling profession including the use of technology. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Understand and uses the Utah Career Information Deliver System (CIDS), ie: CHOICES, Careerware, etc. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Other... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Criterion 14: The professional school counselor possesses professional and responsible work habits.

The professional school counselor:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Carries out guidance responsibilities promptly and accurately in accordance with established job description. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Uses available technology as a management and counseling tool. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Other... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Criterion 15: The professional school counselor follows the profession's ethical and legal standards and guidelines, as well as promotes cultural diversity and inclusivity in school policy and interpersonal relationships.

The professional school counselor:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Observes ethical standards of the American School Counselor Association and the American Counseling Association. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Adheres to district policies and legal guidelines. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Does not reveal confidential information inappropriately. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Does not impose personal value judgments on students, their families or on school staff | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- 5. Promotes equity with respect to gender, ethnicity, or the ability students. Yes No
- 6. Promotes cultural diversity and inclusivity in school policy and interpersonal relationships. Yes No
- 7. Other... Yes No

Evaluator's Signature: _____ Date: _____

Comments: _____

Counselor's Signature: _____ Date: _____

Comments: _____
