

STOCKTON UNIFIED SCHOOL DISTRICT
EVALUATION FORM
ELEMENTARY COUNSELOR

Name: Site:

Pre Evaluation Conference Date: _____ Mid Year Evaluation Date: _____ Final Evaluation Date: _____

Elementary Counselors provide a range of services to students, parents, teachers, administrators and other school personnel, student's families and regional agencies which support the educational process. The intent of these services is to facilitate the learning process for students.

Rating Criteria:

- | | | |
|----|--|---------------------|
| 4. | Experienced practice that Exemplifies the Standard | (Commendable) |
| 3. | Maturing Beginning Practice | (Satisfactory) |
| 2. | Developing Beginning Practice | (Needs Improvement) |
| 1. | Practice Not Consistent with Standard Expectations | (Unsatisfactory) |

	4	3	2	1
I. KNOWLEDGE				
1. Has working knowledge of organizational leadership, strategies and techniques.				
2. Understands development of a comprehensive school counseling guidance program based on state and national models (ASCA).				
3. Has working knowledge of laws relating to minors specific to confidentiality, record keeping, discipline & mental health services.				
4. Has working knowledge of best practices in program development of prevention, early intervention and social-emotional learning.				
5. Understands and utilizes school and community resources and collaborative strategies.				
6. Good working knowledge of computer systems such as Student Information Systems, Excel, Word, Outlook and Power Point.				
II. PROGRAM				
1. Best practices in the development of comprehensive counseling and guidance programs.				
2. Best practices in the development of positive behavior intervention and supports, school-wide, classroom, and individual level.				
3. Best practices in the development of programs for positive youth development activities and peer leadership/mentoring/counseling.				
4. Best practices in the development in social-emotional learning programs and strategies in managing grief, anger and conflict.				
5. Best practices in the development of comprehensive student supports programs for screening, referral and early intervention (SAP).				
III. SUPPORT				
1. Facilitates staff development in the areas of guidance counseling, positive behavioral supports and socio-emotional development.				
2. Consults staff on laws, policies, procedures and best practices related to student supports, prevention and intervention services.				
3. Assists with the development of projects related to guidance, prevention and youth development.				
IV. WORK HABITS/RELATIONSHIPS				
1. Establishes and maintains collaborative working relationships with a large variety of constituents.				
2. Ability to plan and organize strategically and establish priorities.				
3. Works independently and makes decisions within established guidelines, policies and laws.				

	4	3	2	1
V. RESEARCH				
1. Maintains up-to-date knowledge of best practices in programs related to guidance, prevention and youth development.				
VI. PROFESSIONAL GROWTH				
1. Participates in activities that promote professional growth.				
VII. OTHER				
1. Performs adjunct duties by mutual agreement as prescribed in Article 6.1.1 (c) of the collective bargaining agreement.				

EVALUATOR'S
COMMENTS:

FINAL EVALUATION RATING

Commendable

Satisfactory

Needs Improvement

Unsatisfactory

EVALUATOR'S RECOMMENDATION

_____ I recommend this Elementary Counselor for continued employment in their present position.

_____ I recommend a probationary period to improve performance for this Elementary Counselor position. An improvement plan is attached.

SELF
IMPROVEMENT
GOALS:

The evaluation and assessment of the performance of each certificated unit employee shall be made on a continuing basis as follows:

- (a) Once each school year for temporary/probationary personnel
- (b) Every other year for personnel with permanent status not meeting the criteria below
- (c) Every five (5) year for personnel who have been employed at least ten (10) years with the district and whose most recent previous evaluation rated the employee as 'Satisfactory' or 'Commendable'. The certificated employee or the evaluator may withdraw consent at any time.

Evaluator's Signature/ Date

SUSD Employee ID

K-8 Counselor's Signature/ Date

SUSD Employee ID