

STOCKTON UNIFIED SCHOOL DISTRICT
EVALUATION FORM
HIGH SCHOOL COUNSELOR

Name: Site:

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

High School 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 a good working knowledge of graduation and college entrance requirements and high school diploma alternatives.				
2. Has a good working knowledge of computer systems such as Excel, Word, Power Point, Outlook and Student Information Systems.				
3. Is aware of the Student Assistance Program (SAP) process.				
4. Is familiar with student assessment practices and interpretation of test data.				
5. Understands scheduling procedures and practices.				
II. PROGRAM				
1. Effectively initiates and monitors the Student Assistance Program (SAP) process.				
2. Implements and monitors individualized plans for students to meet their high school and post high school plans.				
3. Utilizes student data to determine placement in a range of educational settings.				
4. Provides orientation programs to students as necessary.				
5. Appropriately places students in classes necessary to meet graduation and college entrance requirements.				
6. Works cooperatively with school support personnel such as school psychologists, nurses and health center staff.				
III. COMMUNICATION				
1. Communicates effectively.				
2. Facilitates communication with parents, students, teachers, administrators, etc.				
3. Advises staff, students and parents concerning student progress towards graduation.				
IV. SUPPORT				
1. Provides guidance to staff members in such areas as student behavior management techniques and parent conferencing.				
2. Consults with and assists teachers with implementation of strategies, behavior plans, etc.				
3. Provides information and support to IEP, SAP and Student Success Team (SST) members.				

	4	3	2	1
V. WORK HABITS/RELATIONSHIPS				
1. Flexibility.				
2. Dependability.				
3. Ability to work without supervision.				
4. Works well with others.				
VI. RESEARCH				
1. Makes informed decisions.				
2. Provides data to facilitate program projections.				
VII. PROFESSIONAL GROWTH				
1. Participates in activities that promote professional growth.				
VIII. 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 High School Counselor for continued employment in their present position.

_____ I recommend a probationary period to improve performance for this High School 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

High School Counselor Signature/ Date

SUSD Employee ID