

STOCKTON UNIFIED SCHOOL DISTRICT
EVALUATION FORM
HIGH SCHOOL HEAD COUNSELOR

Name: Site:

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

High School Head 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 proficient knowledge of laws related to minors.				
2. Has a good working knowledge of computer systems such as Excel, Word, Power Point, Outlook and Student Information Systems.				
3. Is aware of community resources.				
4. Is aware of student assessment practices and interpretation of test data.				
5. Has a proficient knowledge of leadership strategies and techniques.				
6. Understands scheduling procedures and practices.				
II. PROGRAM				
1. Monitoring of intervention services prescribed by the site Student Assistance Program (SAP) team.				
2. Provides oversight to the high school counselors in relation to roles and responsibilities.				
3. Participates in the development of the master schedule as determined by site principal or designee.				
4. Organizes orientations, registration and scheduling activities for the guidance department.				
5. Oversees the appropriate placement of students in classes necessary to meet graduation and college entrance requirements				
6. Works with administrators, district departments, community agencies as necessary to carry out guidance functions.				
III. COMMUNICATION				
1. Communicates clearly and effectively and relates well to students, staff, parents and others.				
2. Facilitates communication with parents, administrators, students and counseling staff.				
3. Accesses and relays pertinent information from district departments and site administration to guidance staff.				
IV. SUPPORT				
1. Provides guidance to staff members in resolving problems.				
2. Serves as mentor/coach for high school counselors.				

	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 Head Counselor for continued employment in their present position.

_____ I recommend a probationary period to improve performance for this High School Head 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 Head Counselor Signature/ Date

SUSD Employee ID