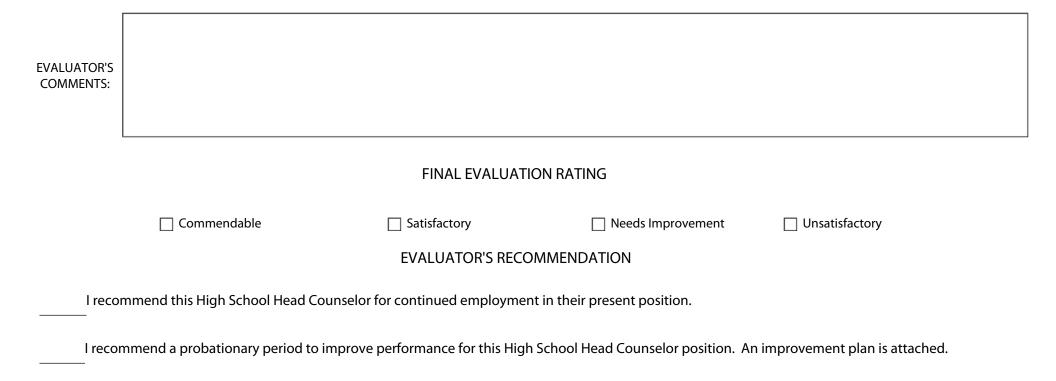
STOCKTON UNIFIED SCHOOL DISTRICT EVALUATION FORM HIGH SCHOOL HEAD COUNSELOR

Name:			Site:						
Pre Evaluation Conferer	nce Date:	Mid Year Evalua	ation	Date:	Final Evaluation	Date:			
	ors provide a range of services to stu onal process. The intent of these set					and region	al agen	cies	
 Maturing Beginnin Developing Beginn 	•			(Commend (Satisfactor (Needs Imp (Unsatisfac	ry) provement)				
I. KNOWLEDGE						4	3	2	1
	dae of lows valated to minors					1			
 Has a proficient knowledge of laws related to minors. Has a good working knowledge of computer systems such as Excel, Word, Power Point, Outlook and Student Information Systems. 									
 Is aware of community resources. 									
 Is aware of community resources. Is aware of student assessment practices and interpretation of test data. 									
5. Has a proficient knowledge of leadership strategies and techniques.									
6. Understands scheduling	<u> </u>								
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.									
	opment of the master schedule as d	•		ignee.					
4. Organizes orientations, r	registration and scheduling activitie	s for the guidance depa	rtment.						
5. Oversees the appropriate placement of students in classes necessary to meet graduation and college entrance requirements									
6. Works with administrato	ors, district departments, community	y agencies as necessary t	to carry ou	t guidance functio	ons.				
III. COMMUNICATI	ON					I			
1. Communicates clearly ar	nd effectively and relates well to stu	idents, 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						I			
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.								
VII. OTHER								
1. Performs adjunct duties by mutual agreement as prescribed in Article 6.1.1 (c) of the collective bargaining agreement.								



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