

HURON PUBLIC SCHOOLS COUNSELOR EVALUATION RECORD

Counselor _____ Dates _____
 Position _____

This evaluation record is to be completed by the supervising principal. Following a conference with the counselor observed, signed copies will be distributed.

Key: S --- Satisfactory NI -- Needs Improvement
 U -- Unsatisfactory NO - Not Observed

		S	NI	U	NO
1.	Personal appearance and manner				
2.	Adheres to ethical standards of counseling				
3.	Reliability				
4.	Staff relations				
5.	Community relations				
6.	Uses individual and group counseling to effectively meet needs				
7.	Uses materials/activities that are developmentally appropriate				
8.	Determines appropriate referrals				
9.	Assists students in developing life skills				
10.	Continues efforts toward professional improvement				
11.	The counseling climate is inviting to all students				
12.	Assists students in developing career planning skills high school only				
13.	Obtains, interprets, and disseminates relevant appraised data - high school only				

Evaluator's Suggestions or Comments:

Counselor's Comments:

I certify that the above report has been read by and discussed with me.

Counselor's Signature

Date

Evaluator's Signature

Date

GUIDELINES FOR COUNSELOR EVALUATION RECORD

1. **Personal appearance and manner**
 - a. Is careful about personal cleanliness and grooming.
 - b. Presents a neat, attractive appearance; dresses appropriately for the occasion.
 - c. Shows genuine respect, concern, and warmth for others.
 - d. Speaks clearly; uses good English.
2. **Adheres to ethical standards of counseling**
 - a. A copy of the Ethical Standards as outlined by the American Association for Counseling and Development is attached.
 - b. The counselor adheres to these standards as outlined in the brochure.
3. **Reliability**
 - a. Can be depended upon to fulfill school obligations within schedule constraints.
 - b. Takes responsibility in the care and economical use of supplies and equipment.
 - c. Observes school hours.
4. **Staff Relations**
 - a. Promotes friendly inter-school relationships.
 - b. Is able to adjust to changes in procedures.
 - c. Communicates to staff the necessity of a change in the counseling schedule in order to meet immediate needs of the students.
 - d. Accepts constructive criticism or recognition.
 - e. Uses discretion and consideration in speaking of his/her school, colleagues, or student counselees.
 - f. Maintains a professional and cooperative working relationship with all staff members.
5. **Community Relations**
 - a. Provides opportunities for a supportive and helpful relationship with parents.
 - b. Promotes school counseling as a necessary part of the school and community environment.
 - c. Maintains professional contact with support services in the community.

Counselor Evaluation Report (Cont'd.)

6. Uses individual and group counseling to effectively meet student needs.
 - a. The counselor is aware of the major techniques in individual and group counseling.
7. **Uses materials/activities that are developmentally appropriate.**
 - a. The counselor considers the developmental age of the student in planning individual or group programs.
 - b. Materials, games, and activities are age-appropriate for the students the counselor works with.
 - c. The counselor has the ability to vary counseling approaches when considering each child's needs.
8. **Determines appropriate referrals.**
 - a. The counselor is able to recognize the needs of individual students and work with the referral process to determine appropriate program placement within the school system.
 - b. When the school is not able to provide all of the services or resources needed by students, the counselor can effectively assist students or parents in locating appropriate agencies or sources.
9. **Assists students in developing life skills.**
 - a. Provides opportunities designed to address problem-solving skills, increasing self-esteem, and stress management.
10. **Continues efforts toward professional improvement.**
 - a. Attempts to attend at least one professional development seminar or graduate course during the calendar year.
 - b. Is actively involved in the dissemination of relevant counseling information to counselors, teachers, administrators, and parents.
11. **The counseling climate is inviting to all students.**
 - a. The counselor maintains an office space that is comfortable and attractive to students.
 - b. The counselor exhibits an accepting and comforting personal approach with students and parents.

Counselor Evaluation Report (Cont'd.)

12. **Assists students in developing career planning skills.**
 - a. Career guidance includes all counselor's activities with or for students regarding (and appropriate to) their stages of career development.
 - b. The counselor works with students individually or in groups and may serve as a resource person to other faculty members in the development of career education activities.
 - c. The counselor may collaborate in the initiation of a special career education program such as Career Days.
13. **Obtains, interprets, and disseminates relevant appraisal data**
 - a. The counselor assumes the role of leader and consultant in the school's program of pupil appraisal by coordinating.
 - b. The counselor accumulates other meaningful appraisal information about individual students and interprets this information to students, teachers, parents, administrators, and other personnel.