



ORANGE BOARD OF EDUCATION EVALUATION SYSTEM

SUMMATIVE EVALUATION FORM SCHOOL COUNSELOR

Building:		Date:	
School Counselor:		Administrator/Evaluator:	
Master Content:			

*Signature on final page indicates review of the evaluation. School Counselor(s) may attach a response to this form. These responses should be sent to Human Resources to become a part of their personnel file.

Directions: Put an “x” under the level which best applies. This summary represents an evaluation of the formative phase. Each domain should be addressed. Please comment under each domain.

LEVEL OF PERFORMANCE

DOMAIN 1: Planning and Preparation	Unsat.	Basic	Prof.	Dist.
Component 1a: Demonstrating knowledge of counseling theory and techniques				
Component 1b: Demonstrating knowledge of child and adolescent development				
Component 1c: Establishing goals for the counseling program appropriate to the setting and the students served				
Component 1d: Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district				
Component 1e: Planning the counseling program, integrated with the regular school program				
Component 1f: Developing a plan to evaluate the counseling program				

Administrator/Evaluator's Comments:

LEVEL OF PERFORMANCE

DOMAIN 2: The Learning Environment	Unsat.	Basic	Prof.	Dist.
Component 2a: Creating an environment of respect and rapport				
Component 2b: Establishing a culture for productive communication				
Component 2c: Managing routines and procedures				
Component 2d: Establishing standards of conduct and contributing to the culture for student behavior throughout the school				
Component 2e: Organizing physical space				

Administrator/Evaluator's Comments:

LEVEL OF PERFORMANCE				
DOMAIN 3: Delivery of Service	Unsat.	Basic	Prof.	Dist.
Component 3a: Assessing student needs				
Component 3b: Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs				
Component 3c: Using counseling techniques in individual and classroom programs				
Component 3d: Brokering resources to meet needs				
Component 3e: Demonstrating flexibility and responsiveness				

Administrator/Evaluator's Comments:

LEVEL OF PERFORMANCE				
DOMAIN 4: Professional Responsibilities	Unsat.	Basic	Prof.	Dist.
Component 4a: Reflecting on practice				
Component 4b: Maintaining records and submitting them in a timely fashion				
Component 4c: Communicating with families				
Component 4d: Participating in a professional community				
Component 4e: Engaging in a professional development				
Component 4f: Showing professionalism				

Administrator/Evaluator's Comments:

Data Section:

Please indicate below an overall holistic rating of this evaluation based upon the preponderance of evidence.

Standard Level:

Unsatisfactory

Basic

Proficient

Distinguished

Attach Professional Improvement Plan (PIP)

School Counselor's signature:

Date:

Administrator/Evaluator's signature:

Date: