



Corsicana Independent School District

School Counselor Evaluation Form

Name _____ Evaluation period _____

Position _____ Department/campus _____

Evaluator _____ Title _____

Rating scale:	O	Outstanding	Performance significantly exceeds expectations
	E	Exceeds expectations	Performance exceeds expectations
	M	Meets expectations	Performance meets expectations
	I	Improvement indicated	Performance is below expectations
	U	Unsatisfactory	Performance does not meet expectations

Directions: Use the following descriptors to rate each performance area. Determine the overall job performance by reviewing all ratings. Supporting comments must be given for a rating of (O) outstanding, (I) improvement indicated, or (U) unsatisfactory.

Rating	General responsibilities and skills
_____	<p>Performance area: School and community relations Participates in school and community activities Works cooperatively with others Demonstrates knowledge of district policies and procedures Participates in meetings, training, and special events Follows appropriate lines of authority Adheres to state, district, and campus policies, regulations, and procedures Comments:</p>
_____	<p>Performance area: Planning and organization Sets goals with supervisor Completes tasks in a timely and accurate manner Keeps records organized, up-to-date, and accurate Disseminates information on a timely and periodic basis Comments:</p>
_____	<p>Performance area: Communication Communicates in a clear, effective, and informative manner Writes and speaks in an understandable and organized manner Communicates role and program related to the district's mission and goals Promotes positive interactions with the community Comments:</p>



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	<p>Performance area: Job knowledge and skills Demonstrates knowledge of job requirements Bases recommendations and decisions on data, knowledge, and experience Provides leadership and direction for improvement in areas of responsibility Evaluates and analyzes results to determine effectiveness Uses innovations and current developments in areas of responsibility Comments:</p>
	<p>Performance area: Professional growth and development Participates in self-evaluation Cooperatively sets goals that reflect feedback from evaluation process Seeks self-improvement ideas Comments:</p>
	<p>Specialized responsibilities and skillsⁱ</p>
	<p>Performance area: Program management—plans, implements, evaluates, and promotes a comprehensive developmental guidance and counseling program Uses planning process to define needs, priorities, and program objectives Implements a comprehensive and balanced program Evaluates effectiveness of individual activities and overall program Promotes continuous program improvement Manages program personnel and other program resources effectively Comments:</p>
	<p>Performance area: Guidance—Plans and delivers the campus developmental guidance curriculum, assists teachers in the teaching of guidance-related curriculum, and guides students and parents to develop educational and career plans Develops written campus guidance curriculum consistent with the district’s guidance program Consults with administrators and teachers regarding teachers’ area of responsibility in teaching the developmental guidance curriculum Supports teachers in teaching guidance-related essential elements Guides students and parents to plan, monitor, and manage educational, career, personal, and social development Presents relevant information accurately and without bias Comments:</p>



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_____	<p>Performance area: Counseling—provides individual and group developmental, preventive, remedial, and crisis counseling using accepted theories and techniques</p> <ul style="list-style-type: none">Provides counseling systematicallyResponds to students individuallyProvides counseling in groups as appropriateUses accepted theoriesUses effective techniques <p>Comments:</p>
_____	<p>Performance area: Consultation—consults with parents, teachers, administrators, and other relevant individuals to enhance his or her work with students and promote student success</p> <ul style="list-style-type: none">Provides professional expertise collaborativelyInterprets information and ideas effectivelyAdvocates for individual and specific groups of studentsPromotes understanding of student development, individual behavior, student's environment, and human relationships <p>Comments:</p>
_____	<p>Performance area: Coordination—coordinates people and other resources in the school, home, and community to promote student success and uses an effective referral process to assist students and others to use special programs and services</p> <ul style="list-style-type: none">Maintains a communication system that effectively collects and disseminates information about students to other professionals as appropriateDevelops and maintains positive working relationships with other school professionalsDevelops and maintains positive working relationships with representatives of community resourcesAccurately assesses referral needs of students and their familiesUses district process to refer students to district programs and servicesUses an effective process to refer students and others to community agencies and services <p>Comments:</p>
_____	<p>Performance area: Student assessment—participates in planning and evaluating the group standardized testing program and interprets test and other appraisal results appropriately</p> <ul style="list-style-type: none">Adheres to legal, ethical and professional standards related to assessmentsDemonstrates knowledge of principles of testing and measurementUses other sources of student data as assessment tools for educational planningInterprets test results and other assessment data for school personnel, students, and parentsMaintains confidentiality of student assessments <p>Comments:</p>



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Performance goals							
General comments							
Employee comments							
Overall performance rating (circle one)							
<table style="margin: auto;"> <tr> <td style="padding: 0 10px;">Outstanding</td> <td style="padding: 0 10px;">Exceeds Expectations</td> <td style="padding: 0 10px;">Meets Expectations</td> </tr> <tr> <td style="padding: 0 10px;">Improvement Indicated</td> <td style="padding: 0 10px;">Unsatisfactory</td> <td></td> </tr> </table>		Outstanding	Exceeds Expectations	Meets Expectations	Improvement Indicated	Unsatisfactory	
Outstanding	Exceeds Expectations	Meets Expectations					
Improvement Indicated	Unsatisfactory						
This evaluation has been discussed with me by my supervisor. I have read and received a copy of it.							
_____ Employee signature	_____ Date						
_____ Evaluator signature	_____ Date						
_____ Reviewer signature	_____ Date						

Includes information from the *Professional School Counselor Performance Evaluation Form and Job Description* distributed by the Texas Education Agency.