

ZACHARY COMMUNITY SCHOOL DISTRICT

GUIDANCE COUNSELOR EVALUATION

Name: _____ Evaluator: _____
 Social Security Number: _____ Position: _____
 Position Assigned: _____ Date: _____
 Years in Position: 0-3 _____ 4+ _____ Location: _____

DIRECTIONS: The evaluator is to indicate the appropriate rating of each major topic by placing a circle around the **S**, **NI**, or **U**. The evaluator shall then mark each item under the major headings using **S**) to denote satisfactory performance, **(NI)** to denote needs improvement, and **(U)** to denote unsatisfactory performance.

I. PERFORMANCE RESPONSIBILITIES

A. COUNSELING

S	NI	U
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- Provides individual counseling in a confidential setting
- Provides small group counseling sessions in a confidential setting
- Provides activities and experiences for students to develop a positive self-concept through an understanding of abilities, interests, and strengths
- Provides activities and experiences for students to develop appropriate social skills
- Provides activities and experiences for students to develop a positive attitude toward acceptable behavior at school, at home, and in the community
- Provides activities and experiences for students to develop problem-solving skills
- Provides activities and experiences for students to develop career-related goals

B. CONSULTATION

S	NI	U
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- Consults with appropriate personnel and / or agencies on behalf of the student
- Provides opportunities for administrators, teachers, and parents to discuss concerns related to student
- Maintains and fosters confidentiality in regard to information concerning student
- Participates in the School Building Level Committee / Building Level Committee

C. COORDINATION

S	NI	U
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- Coordinates the testing program and interprets test scores
- Coordinates and disseminates information regarding graduation requirements and course descriptions, as appropriate
- Participates in orientation activities

D. PLANNING

S	NI	U
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- Identifies and plans for individual differences
- Develops a written plan with clear and concise objectives for providing guidance services
- Plans effectively for instruction

E. MANAGEMENT

S	NI	U
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- Takes appropriate precautions to protect students, equipment, materials and facilities
- Maintains an environment conducive to learning
- Maximizes the amount of time available for instruction
- Maintains accurate, complete and correct records as related to counseling services
- Manages learner behavior to provide productive learning opportunities

F. INSTRUCTION

S	NI	U
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- Assesses student progress
- Provides opportunities for student involvement in the learning process
- Presents appropriate content
- Delivers instruction effectively
