

## Oak Grove R-VI School District Professional School Counselor (PSC) Evaluation Form

Employee Name		Date		
Criteria	Exceeds	Meets	Progressing	Does not Meet
1. The PSC teaches guidance units effectively.	The PSC is highly skilled in organizing guidance units based on student needs. The PSC establishes a classroom environment highly conducive to learning and uses a wide array of instructional strategies to ensure student mastery of guidance competencies. <input type="checkbox"/>	The PSC organizes guidance units based on student needs. The PSC establishes a classroom environment that encourages learning and uses effective instructional strategies that ensure student mastery of guidance competencies. <input type="checkbox"/>	The PSC is inconsistent in organizing guidance units. There is little evidence of the use of effective instructional strategies and consequently, poor student mastery of guidance competencies occurs. <input type="checkbox"/>	The PSC seldom organizes Guidance units to ensure student mastery of guidance competencies <input type="checkbox"/>
2. The PSC encourages staff involvement to ensure the effective implementation of the guidance curriculum.	The PSC collaborates with or assists teachers to develop and/or teach guidance units effectively. The PSC provides teachers with guidance materials as well as provides ongoing in-service training for teachers on guidance-related subject matter and guidance instruction methodology. <input type="checkbox"/>	The PSC collaborates with or assists teachers to develop and/or teach guidance units effectively. The PSC provides teachers with guidance materials. <input type="checkbox"/>	The PSC is inconsistent in his or her collaboration with teachers in the development and teaching of guidance units. <input type="checkbox"/>	The PSC fails to encourage staff to become involved in the teaching of guidance units. <input type="checkbox"/>
3. The PSC, in collaboration with parents, helps students establish goals and develop and use planning skills.	The PSC assists students in determining their abilities, achievements, interests, and goals. The PSC actively encourages teachers, other professionals, and parents to participate in student educational and career planning. <input type="checkbox"/>	The PSC assists students in determining their abilities, achievements, interests, and goals. The PSC involves teachers, other professionals, and parents in student educational and career planning. <input type="checkbox"/>	The PSC is inconsistent in assisting students in determining their abilities, achievements, interests, and goals. <input type="checkbox"/>	The PSC fails to assist students in determining their abilities, achievements, interests, and goals. <input type="checkbox"/>
4. The PSC demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.	The PSC applies basic statistical concepts and principles of measurement in the use of assessment data, making certain that the confidential nature of individual assessment data is respected. The PSC organizes and makes educational and career information available in an effective manner. <input type="checkbox"/>	The PSC interprets data and presents information accurately and appropriately. Assessment data are used in an ethical confidential manner. <input type="checkbox"/>	The PSC interprets data and information inconsistently and poorly. <input type="checkbox"/>	The PSC does not interpret data or present information accurately and appropriately. <input type="checkbox"/>

Criteria	Exceeds	Meets	Progressing	Does not Meet
5. The PSC counsels individual students and small groups of students with identified needs and	The PSC makes sure that students, parents, teachers, and administrators know the process to refer students for individual and/or small group counseling. The PSC uses appropriate theories and techniques in working with students, assisting in the establishment of concrete plans, aimed at problem resolution. <input type="checkbox"/>	The PSC counsels individual students and small groups of students based on identified needs, using appropriate theories and techniques. <input type="checkbox"/>	The PSC counsels individual students and small groups occasionally using a limited number of techniques. <input type="checkbox"/>	The PSC fails to counsel Individual students and small groups of students with identified needs and concerns. <input type="checkbox"/>
6. The PSC consults effectively with parents, teachers, administrators, and other relevant individuals.	The PSC knows and uses an effective consultation model in working with parents, teachers, administrators, and other relevant individuals. The PSC assists consultees' development and implementation of plans of action. <input type="checkbox"/>	The PSC consults on a regular Basis with parents, teachers, administrators, and other relevant individuals. <input type="checkbox"/>	The PSC consults inconsistently with parents, teachers, administrators, and other relevant individuals. <input type="checkbox"/>	The PSC fails to consult with parents, teachers, administrators, and other relevant individuals. <input type="checkbox"/>
7. The PSC implements an effective referral process in collaboration with parents, administrators, teachers, and other school personnel.	The PSC explains the referral process to others clearly and concisely and maintains an up-to-date list of referral sources. The PSC makes referrals appropriately, assisting parents and students, and participates in the development of follow-up activities for students. <input type="checkbox"/>	The PSC consistently implements a referral process in collaboration with parents, administrators, teachers, and other school personnel. <input type="checkbox"/>	The PSC implements a limited referral process. <input type="checkbox"/>	The PSC fails to implement an effective referral process <input type="checkbox"/>
8. The PSC provides a comprehensive and balanced guidance program in collaboration with school staff.	The PSC, working with other school staff, provides students with the full array of guidance activities based on their needs. The PSC follows a guidance program calendar, uses guidance resources appropriately, and evaluates the program using the data gained to improve the program. <input type="checkbox"/>	The PSC consistently and effectively provides a comprehensive and balanced program to all students. <input type="checkbox"/>	The PSC is inconsistent in providing a comprehensive and balanced guidance program. <input type="checkbox"/>	The PSC fails to provide a comprehensive and balanced guidance program. <input type="checkbox"/>

Criteria	Exceeds	Meets	Progressing	Does not Meet
9. The PSC provides support for other school programs.	The PSC works cooperatively with other school personnel in the best interest of students and for the betterment of the district. The PSC contributes to the operation of the school through the completion of "fair share" responsibilities. <input type="checkbox"/>	The PSC contributes effectively and on a regular basis supporting other school programs. <input type="checkbox"/>	The PSC is inconsistent in providing support to other school programs. <input type="checkbox"/>	The PSC fails to provide support to other school programs. <input type="checkbox"/>
10. The PSC demonstrates positive interpersonal relations with students	The PSC has excellent interpersonal skills and uses them very effectively with students. The PSC works closely with students providing a climate of trust. <input type="checkbox"/>	The PSC has effective Interpersonal relations with students that opens the lines of communication. <input type="checkbox"/>	The PSC has an inconsistent pattern of interpersonal relations with students. <input type="checkbox"/>	The PSC has poor interpersonal relations with students. <input type="checkbox"/>
11. The PSC demonstrates positive interpersonal relations with educational staff.	The PSC has excellent interpersonal skills and uses them very effectively with staff. The PSC works closely with educational staff providing a climate of trust that facilitates communication and cooperation. <input type="checkbox"/>	The PSC uses professionally appropriate interpersonal skills when interacting with staff. <input type="checkbox"/>	The PSC's interpersonal relations with educational staff are inconsistent has an inconsistent pattern of interpersonal relations with parents/patrons. <input type="checkbox"/>	The PSC has poor interpersonal relations with educational staff. <input type="checkbox"/>
12. The PSC demonstrates positive interpersonal relations with parents/patrons.	The PSC works closely with parents/patrons providing a climate of trust that opens up communication. The PSC handles expressions of conflict effectively and in a constructive manner. <input type="checkbox"/>	The PSC has effective interpersonal relations with parents/patrons that open up the lines of communication. <input type="checkbox"/>	The PSC inconsistently voluntarily participates in professional growth activities. <input type="checkbox"/>	The PSC fails to demonstrate positive interpersonal relations with parents. <input type="checkbox"/>

<b>Criteria</b>	<b>Exceeds</b>	<b>Meets</b>	<b>Progressing</b>	<b>Does not Meet</b>
13. The PSC demonstrates a commitment to ongoing professional growth.	The PSC seeks out opportunities for professional growth through membership in professional organizations, coursework, workshops, and conferences. The PSC's professional development is aligned to district and building goals and objectives. <input type="checkbox"/>	The PSC consistently participates in professional growth activities. <input type="checkbox"/>	The PSC inconsistently voluntarily participates in professional growth activities. <input type="checkbox"/>	The PSC seldom voluntarily participates in professional growth activities. <input type="checkbox"/>
14. The PSC possesses professional and responsible work habits.	The PSC carries out guidance responsibilities promptly and accurately in line with the established job description. The PSC makes effective use of technology as a management and counseling tool. <input type="checkbox"/>	The PSC regularly displays professional and responsible work habits in carrying out guidance program responsibilities. <input type="checkbox"/>	The PSC is inconsistent in displaying professional and responsible work habits in carrying out guidance program responsibilities. <input type="checkbox"/>	The PSC seldom displays professional and responsible work habits in carrying out guidance program responsibilities. <input type="checkbox"/>
15. The PSC follows the profession's ethical and legal standards and guidelines as well as cultural diversity and inclusivity in school policy and interpersonal relationships.	The PSC regularly adheres to the profession's ethical standards, district policies, and legal guidelines. The PSC follows standards in regard to confidentiality, does not impose values on others, and demonstrates impartiality with regard to gender, ethnicity, and promotes diversity. <input type="checkbox"/>	The PSC regularly adheres to the profession's ethical standards, district policies, and legal guidelines. <input type="checkbox"/>	The PSC is inconsistent in following the profession's ethical standards, district policies, and legal guidelines. <input type="checkbox"/>	The PSC seldom follows the profession's ethical standards, district policies, and legal guidelines. <input type="checkbox"/>

Administrator's/Supervisor's Summary (commendable items may be included):

Recommendation for employment:

Renewal of Employment

Yes ☐

No ☐

PSC's comments:

\_\_\_\_\_  
Signature of PSC

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

Note: My signature on this evaluation indicates that I have seen this document. It does not necessarily indicate that I agree with the evaluation. I understand that I have the right to respond in writing to the statements and/or evaluation and that my comments will be attached to the evaluation form in my personnel file.