

School Counselor Performance Appraisal
 Based on the [American School Counselor Association National Model™](#)
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School Counselor Name Sample School Counselor Today's Date: 12/1/12

Evaluator Name: Sample Evaluator Position: Department Chair

Directions:

1. For each of the performance standards, rate the counselor using the following scale:

0	1	2	3
<i>Unsatisfactory</i>	<i>Basic</i>	<i>Proficient</i>	<i>Distinguished</i>

2. Also, include any relevant comments for each of the thirteen standards and for the school counselor's overall performance.

Description	Rating
Standard 1: The professional school counselor plans, organizes and delivers the school counseling program.	
1.1 A program is designed to meet the needs of the school.	2
1.2 The professional school counselor demonstrates interpersonal relationships with students.	3
1.3 The professional school counselor demonstrates positive interpersonal relationships with educational staff.	1
1.4 The professional school counselor demonstrates positive interpersonal relationships with parents or guardians.	3
Comments: Due to the size of Lane Tech, efforts must be made to improve the relationships between all staff members especially those assigned to the same Division.	

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Standard 2: The professional school counselor implements the school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.	
2.1 The professional school counselor teaches school guidance units effectively.	3
2.2 The professional school counselor develops materials and instructional strategies to meet student needs and school goals.	3
2.3 The professional school counselor encourages staff involvement to ensure the effective implementation of the school guidance curriculum.	1
Comments: Although this is not a problem that is specific to the counseling department, you must work on building relationships with staff and administration to improve relationships and communications. With increased support from all stakeholders, the curriculum for counseling may be even more successful.	
Standard 3: The professional school counselor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.	
3.1 The professional school counselor, in collaboration with parents or guardians, helps students establish goals and develop and use planning skills.	3
3.2 The professional school counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.	3
Comments: As evident from the recent RAMP certification, you do an excellent job of analyzing the data to better serve your students and therefore their parents.	
Standard 4: The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.	
4.1 The professional school counselor counsels individual students and small groups of students with identified needs and concerns.	2
4.2 The professional school counselor consults effectively with parents or guardians, teachers, administrators and other relevant individuals.	2
4.3 The professional school counselor implements an effective referral process with administrators, teachers and other school personnel.	2
Comments: You do an excellent job of utilizing individual counseling; however as a counseling department you need to improve the group services offered.	

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Standard 5: The professional school counselor provides system support through effective school counseling program management and support for other educational programs.	
5.1 The professional school counselor provides a comprehensive and balanced school counseling program in collaboration with school staff.	2
5.2 The professional school counselor provides support for other school programs.	3
Comments: As discussed previously, the collaboration between the counseling department and other Lane Tech Staff could be improved to provide better services.	
Standard 6: The professional school counselor discusses the counseling department management system and the program action plans with the school administrator.	
6.1 The professional school counselor discusses the qualities of the school counselor management system with the other members of the counseling staff and has agreement.	3
6.2 The professional school counselor discusses the program results anticipated when implementing the action plans for the school year.	3
Comments:	
Standard 7: The professional school counselor is responsible for establishing and convening an advisory council for the school counseling program.	
7.1 The professional school counselor meets with the advisory committee.	3
7.2 The professional school counselor reviews the school counseling program audit with the council.	3
7.3 The professional school counselor records meeting information.	3
Comments:	

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Standard 8: The professional school counselor collects and analyzes data to guide program direction and emphasis.	
8.1 The professional school counselor uses school data to make decisions regarding student choice of classes and special programs.	3
8.2 The professional school counselor uses data from the counseling program to make decisions regarding program revisions.	3
8.3 The professional school counselor analyzes data to ensure every student has equity and access to a rigorous academic curriculum.	3
8.4 The professional school counselor understands and uses data to establish goals and activities to close the gap.	3
Comments:	
Standard 9: The professional school counselor monitors the students on a regular basis as they progress in school.	
9.1 The professional school counselor is accountable for monitoring every student's progress.	3
9.2 The professional school counselor implements monitoring systems appropriate to the individual school.	3
9.3 The professional school counselors develops appropriate interventions for students as needed and monitors their progress.	3
Comments:	
Standard 10: The professional school counselor uses time and calendars to implement an efficient program.	
10.1 The professional school counselor uses a master calendar to plan activities throughout the year.	3
10.2 The professional school counselor distributes the master calendar to parents or guardians, staff and students.	2
10.3 The professional school counselor posts a weekly or monthly calendar.	3
10.4 The professional school counselor analyzes time spent providing direct service to students.	3
Comments: Although a school counselor calendar is available, the information provided could be expanded upon. Many of the events posted on the calendar are academic or career specific. In order to have the administration recognize the importance of the personal-social standards in counseling, the department must emphasis the importance of this curriculum.	

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Standard 11: The professional school counselor develops a results evaluation for the program.	
11.1 The professional school counselor measures results attained from school guidance curriculum and closing the gap activities.	3
11.2 The professional school counselor works with members of the counseling team and with the principal to clarify how programs are evaluated and how results are shared.	3
11.3 The professional school counselor knows how to collect process, perception and results data.	3
Comments:	
Standard 12: The professional school counselor conducts a yearly program audit.	
12.1 The professional school counselor completes a program audit to determine the degrees to which the school counseling program is being implemented.	3
12.2 The professional school counselor shares the results of the program audit with the advisory council.	3
12.3 The professional school counselor uses the yearly audit to make changes in the school counseling program and calendar for the following year.	3
Comments:	
Standard 13: The professional school counselor is a student advocate, leader, collaborator and a systems change agent.	
13.1 The professional school counselor promotes academic success of every student.	3
13.2 The professional school counselor promotes equity and access for every student.	3
13.3 The professional school counselor takes a leadership role within the counseling department, the school setting and the community.	2
13.4 The professional school counselor understands reform issues and works to close the achievement gap.	3
13.5 The professional school counselor collaborates with teachers, parents and the community to promote academic success of students.	3
13.6 The professional school counselor builds effective teams by encouraging collaboration among all school staff.	2
13.7 The professional school counselor uses data to recommend systemic change in policy and procedures that limit or inhibit academic achievement.	3
TOTAL SCORE	117
AVERAGE SCORE	2.72%

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Overall Performance Comments by Evaluator:

Counselor does an excellent job in performing tasks. In order to improve upon the score, the counselor must advocate more for their department and their importance within the school. It is difficult to change the systemic issues present with Lane Tech; however, we feel that this is an achievable goal.

Comments by School Counselor:

I will do my best to address the concerns presented in this appraisal; however, it is difficult to achieve such goals without additional support from the administration. I will continue to build relationship with the teachers and administrators in hopes to improve the perception of the school counseling department.

Signatures

School Counselor	Date	Evaluator	Date