APPENDIX V
Gadsden's Guidance Counselor Evaluation Tool

School: _____   **School Year:** _____

Guidance Counselor: _____   **Grade Level:** _____

Principal: _____   **Date:** _____

Domain 1: Student Achievement 3 Proficiency Areas - 12 Indicators 20% Contribution	Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
Proficiency Area 1 – Planning/Preparation				
Indicator 1.1 - Development of Guidance Programs				
Indicator 1.2 - Establishment of Short and Long Range Plans				
Indicator 1.3 - Communication of Goals and Services				
Indicator 1.4 - Establishment of Priorities for Student Services				
Proficiency Area 2 – Intervention/Direct Services				
Indicator 2.1 – Provide Counseling				
Indicator 2.2 – Recognition of Cultural Differences				
Indicator 2.3 – Recognition of Student Distress				
Indicator 2.4 – Student and Parent Orientation				
Indicator 2.5 – Provision of Interventions for At-risk Students				
Indicator 2.6 - Implementation of Programs for Career Awareness				
Proficiency Area 3 – Student Growth/Achievement				
Indicator 3.1 - Review of Student Records and Indicators				
Indicator 3.2 - Collaboration with Others				
Domain 2: Instructional Support **2 Proficiency Areas – 5 Indicators** **40% Contribution**	Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
Proficiency Area 4 – Collaboration				
Indicator 4.1 – Develop short- and long-range plans based on school, district, and state priorities.				
Indicator 4.2 – Define goals and objectives for the assigned curriculum, program, or service assignment.				
Indicator 4.3 – Plan with teachers and administrative leaders to develop and implement the school / district program.				
Proficiency Area 5 – Staff Development				
Indicator 5.1 - Establish Effective Working Relationships				
Indicator 5.2 - Conference with Others				
Domain 3: Organizational Leadership **2 Proficiency Areas – 13 Indicators** **20% Contribution**	Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
Proficiency Area 6 – Administrative/Management				
Indicator 6.1 - Review, Evaluate, and Select Support Materials				
Indicator 6.2 - Implement School-wide Counseling Services and Activities				
Indicator 6.3 - Establish an Environment for Effective Counseling				
Indicator 6.4 - Establish and Follow Intervention Procedures				
Indicator 6.5 - Maintain Student Records				
Indicator 6.6 - Participate in School-wide Events				
Indicator 6.7 - Use Technology Resources Effectively				

	Highly Effective	Effective	Developing/Needs Improvement	Unsatisfactory
Proficiency Area 7 – Assessment/Evaluation				
Indicator 7.1 - Demonstrate Assessment Knowledge				
Indicator 7.2 - Coordinate Testing				
Indicator 7.3 - Communicate Regarding Assessment				
Indicator 7.4 - Exercise Confidentiality				
Indicator 7.5 - Use Relevant Assessment Data				
Indicator 7.6 - Evaluate Counseling Program Objectives				
Domain 4: Professional and Ethical Behaviors 1 Proficiency Area – 5 Indicators 20% Contribution	**Highly Effective**	**Effective**	**Developing/Needs Improvement**	**Unsatisfactory**
Proficiency Area 8 – Professional Responsibilities				
Indicator 8.1 - Model and Maintain High Professional Standards				
Indicator 8.2 - Identify Student/School Issues				
Indicator 8.3 - Use Positive Interpersonal Skills				
Indicator 8.4 - Prepare Reports and Maintain Records				
Indicator 8.5 - Perform Other Duties as Assigned				

Evaluator's Comments/Reflections:

Non Classroom Personnel Comments/Reflections:

Performance Levels ☐ Highly Effective ☐ Effective ☐ Needs Improvement/ Developing ☐ Unsatisfactory

Non Classroom Personnel Signature: _____ **Date:** _____

Evaluator's Signature: _____ **Date:** _____