



ANDERSON UNION HIGH SCHOOL DISTRICT COUNSELOR EVALUATION

Employee: _____ School Year: _____

INTRODUCTION: The primary goal of an evaluation system is the improvement of the quality of services to our students. This evaluation instrument is intended to include most of the major functions involved in the guidance and counseling of secondary students. Hopefully, it will reaffirm your confidence in those things you do well and also provide direction for any areas needing additional attention.

Rating: <i>(NI and/or U requires justification)</i>	M = Meets or exceeds criteria NI = Needs improvement	U = Unsatisfactory NA = Not applicable/not observed
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PERFORMANCE AREAS: <i>Professional Responsibilities</i>	Rating	Commendations / Recommendations / Evidence
1. High School Orientation for new students		
2. Graduation Requirements		
3. College admission and assistance		
4. Career options/requirements		
5. Vocational training opportunities		
6. Test and inventory results		
7. Alternatives to regular programs		

PERFORMANCE AREAS: <i>Effectively provides students with guidance/counseling services that facilitate learning and promote student success in school</i>	Rating	Commendations / Recommendations / Evidence
1. Assists students in course selection and development of 4-year plans		
2. Provides monitoring and counseling regarding student academic progress		
3. Provides monitoring and counseling regarding student attendance		
4. Provides monitoring and counseling regarding student discipline		



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5.	Provides linkage between high school studies and career aspirations		
6.	Encourages parent and teacher involvement in serving student needs		
7.	Utilizes available resources in serving student needs		
8.	Assists students with self-management skills, such as study habits, decision-making, interpersonal skills, multicultural understanding, etc.		
9.	Promotes positive self-image in students		
10.	Promotes post-secondary opportunities with students		
11.	Demonstrates up-to-date knowledge and skills in performance of service to students		
12.	Interprets test results with students and parents		
13.	Assists with IEP, SST and 504 meetings		
14.	Services special needs of targeted students		

	PROFESSIONAL DEVELOPMENT: <i>Demonstrates a desire for professional growth and self-improvement</i>	Rating	Commendations / Recommendations / Evidence
1.	Participates in district sponsored in-service activities and other assigned meetings		
2.	Participates in professional association activities		
3.	Demonstrates an openness to change		
4.	Is involved in appropriate school and community affairs		



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5. Acquires and uses a variety of individual and group guidance/counseling techniques		
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PERSONAL CHARACTERISTICS: <i>Possesses personal characteristics that promote a professional image and professional services amongst parents, staff and students</i>	Rating	Commendations / Recommendations / Evidence
1. Works cooperatively with other agencies		
2. Works cooperatively with other staff in a team relationship		
3. Promotes a positive self-image		
4. Maintains confidentiality		
5. Possesses communication skills - writing		
6. Possesses communication skills – speaking		
7. Uses appropriate channels for resolving concerns, etc.		
8. Establishes and pursues goals		
9. Adheres to district and school policies and regulations		
10. Maintains a caring, supportive role		



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SUMMARY EVALUATION REPORT

Commendations:

Recommendations:

ADMINISTRATOR:

EMPLOYEE:

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature

Title

Signature