

**WORTH COUNTY SCHOOL SYSTEM
COUNSELOR EVALUATION/ANNUAL INSTRUMENT**

Annual evaluation? Yes No

Name _____ S.S. # _____
School _____ Date _____
Evaluator Name _____

**Directions: Rate the employee in each category using the following scale:
1 = Not Evident/Ineffective 2 = Emerging/Needs Improvement 3 = Proficient 4 = Exemplary
THERE ARE NO "N/A'S". EACH CATEGORY MUST BE SCORED.**

GENERAL

- 1. Demonstrates appropriate verbal and written communication skills. _____
- 2. Performs routine duties and tasks with little or no direct supervision. _____
- 3. Participates in extracurricular activities and/or serves on designated committees _____
- 4. Demonstrates loyalty to the school, school system and administrators. _____
- 5. Performs other duties as assigned by the principal. _____

Comments _____

PROMOTE STUDENT ACHIEVEMENT GOALS

- 6. Assists administration with implementation of school/system guidance goals to promote student success. _____
- 7. Reports to principal regarding guidance related programs. _____
- 8. Monitors compliance with policies and laws concerning guidance responsibilities. _____
- 9. Collects data and prepares reports associated with guidance as required by local, state, and federal agencies. _____
- 10. Plans, develops, implements, and revises the school-based guidance plan based on student needs. _____
- 11. Provides individual/group guidance interventions to promote character education, student self-acceptance, development of personal decision-making competencies, and problem resolution. _____
- 12. Maintains accurate and appropriate student records and updates records in timely manner. _____
- 13. Interprets student information and communicates information to students, parents, teachers, and others as needed. _____
- 14. Participates in process to identify students with special abilities or needs. _____
- 15. Collects and disseminates information to students/parents/teachers concerning school offerings, opportunities for further education, and career training. _____
- 16. Makes appropriate referrals and maintains liaison and cooperative working relationship with other student personnel specialists and community agencies as needed. _____
- 17. Assists in providing placement services for students by helping teachers and administrators with advisement and scheduling. _____
- 18. Assists students with making appropriate choices of school programs and developing long-range plans of study. _____
- 19. Assists students with successfully transitioning from school level to another, from one school to another or from school to employment. _____
- 20. Assists with coordinating/administering state and local standardized tests to students. _____

Comments _____

PROFESSIONAL GROWTH

- 21. Participates in professional organizations and staff development activities. _____
- 22. Shares information with others and applies what is learned to the classroom. _____
- 23. Accepts new challenges in a professional manner _____

Comments _____

INTERPERSONAL SKILLS

- 24. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications; works effectively with colleagues and exhibits the fundamentals of good public/customer service. _____
- 25. Enhances the climate of the building and the morale of colleagues. _____
- 26. Accepts constructive criticism and follows up on administrative actions for improving performance. _____

Comments _____
