

**WORTH COUNTY SCHOOL SYSTEM  
COUNSELOR EVALUATION INSTRUMENT**

Name \_\_\_\_\_ School \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_

**Directions: Rate the employee in each category using the following scale:**

**1 = Ineffective 2 = Needs Development 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 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 \_\_\_\_\_  
\_\_\_\_\_

**PROMPTNESS AND DEPENDABILITY**

- 27. Completes reports, documentation, duties and other assignments in a prompt and professional manner. \_\_\_\_\_
- 28. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. \_\_\_\_\_

Comments \_\_\_\_\_

**ADHERENCE TO POLICIES AND PROCEDURES**

- 29. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements. \_\_\_\_\_
- 30. Adheres to the chain of command \_\_\_\_\_
- 31. Recognizes Cultural Diversity \_\_\_\_\_
- 32. Maintains confidentiality of sensitive information and material \_\_\_\_\_
- 33. Maintains a professional appearance as appropriate for job responsibilities \_\_\_\_\_
- 34. Assures security and accountability for guidance equipment and supplies. \_\_\_\_\_

**PERSONAL CONDUCT IN PERFORMANCE OF DUTIES**

- 35. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public. \_\_\_\_\_
- 36. Acts in a professional manner and assumes responsibility for the total school program, the safety of students and good operating order \_\_\_\_\_
- 37. Shows initiative and assumes responsibility for all aspects of job responsibilities. \_\_\_\_\_

Comments \_\_\_\_\_

**INTEGRATION OF TECHNOLOGY**

- 38. Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities \_\_\_\_\_
- 39. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities. \_\_\_\_\_
- 40. Incorporates the use of technology into instruction in an appropriate manner. \_\_\_\_\_

Comments \_\_\_\_\_

**OVERALL EVALUATION SCORE:**    \_\_\_ **SATISFACTORY**    \_\_\_ **UNSATISFACTORY**

**Satisfactory evaluation: Overall average equals 3 or greater (no rounding)**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Evaluator**

\_\_\_\_\_  
**Date**

**Employee Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.\*\*** \_\_\_\_\_