

COUNSELOR PERFORMANCE EVALUATION FORM

NAME OF COUNSELOR: \_\_\_\_\_

SCHOOL AND DISTRICT: \_\_\_\_\_

EVALUATION PERIOD: \_\_\_\_\_ through \_\_\_\_\_  
month/day/year month/day/year

YEARS OF COUNSELING EXPERIENCE:

Present counseling position \_\_\_\_\_ Total in other districts \_\_\_\_\_  
Total in current district \_\_\_\_\_ Other counseling experience \_\_\_\_\_

ASSIGNMENT (check applicable): Elementary \_\_\_ Middle/Junior High \_\_\_ High \_\_\_ Post-secondary \_\_\_

STUDENT LOAD:

Assignment \_\_\_\_\_ Number \_\_\_\_\_

EVALUATOR (name printed): \_\_\_\_\_ Title \_\_\_\_\_

WEIGHTS (%) for each domain agreed upon by the counselor and evaluator at the beginning of the evaluation cycle:

- \_\_\_\_\_ Program Management
- \_\_\_\_\_ Guidance
- \_\_\_\_\_ Counseling
- \_\_\_\_\_ Consultation
- \_\_\_\_\_ Coordination
- \_\_\_\_\_ Student Assessment
- \_\_\_\_\_ Professional Behavior
- \_\_\_\_\_ Professional Standards
- 100 TOTAL

PROFESSIONAL ACTIVITIES: This section is to be used by the counselor to update his/her professional file with current professional activities and organizational memberships.

\_\_\_\_\_  
Evaluator signature date Counselor signature date



**RATING SCALE FOR EACH STANDARD:**

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

**DOMAIN I: PROGRAM MANAGEMENT**

Rating

Standard 1:	Plans a balanced comprehensive developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components. (Texas Education Code, § 33.005)	
Standard 2:	Implements a balanced comprehensive developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components. (Texas Education Code, § 33.005)	
Standard 3:	Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes Guidance Curriculum, Responsive Services, Individual Planning, and System Support components. (Texas Education Code, § 33.005)	
Standard 4:	Promotes the balanced provision of program content areas (self-confidence development; motivation to achieve; decision-making, goal-setting, planning, and problem-solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior).	
Standard 5:	Manages program personnel and/or other program resources.	
Standard 6:	Collaborates with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of a developmental guidance and counseling program. (Texas Education Code, § 33.005)	
Standard 7:	Advocates the school developmental guidance and counseling program and counselors' ethical and professional standards with school personnel, parents, students, and the community.	
<b>TOTAL =</b>		
<b>DOMAIN AVERAGE =</b>		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_



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**DOMAIN II: GUIDANCE**

**Rating**

Standard 1:	Plans structured group lessons to deliver the Guidance Curriculum effectively and in accordance with students' developmental needs.	
Standard 2:	Conducts structured group lessons to deliver the Guidance Curriculum effectively.	
Standard 3:	Involves students, teachers, parents and others to promote effective implementation of the Guidance Curriculum.	
Standard 4:	Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding post-secondary opportunities. (Texas Education Code, § 33.007)	
Standard 5:	Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own career development. (Texas Education Code, § 33.007)	
Standard 6:	Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development. (Texas Education Code, § 33.006)	
Standard 7:	Uses accepted theories and effective techniques of developmental guidance to promote the career, educational, personal, and social development of students.	
TOTAL =		
DOMAIN AVERAGE =		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_



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**DOMAIN III: COUNSELING**

Rating

Standard 1:	Uses accepted theories and effective techniques to provide individual developmental, preventive, remedial, and/or crisis counseling.	
Standard 2:	Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling.	
TOTAL =		
DOMAIN AVERAGE =		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_

**DOMAIN IV: CONSULTATION**

Rating

Standard 1:	Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success. (Texas Education Code, § 33.006)	
Standard 2:	Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.	
Standard 3:	Collaboratively provides professional expertise to advocate for individual students and specific groups of students.	
TOTAL =		
DOMAIN AVERAGE =		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_





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**DOMAIN V: COORDINATION**

**Rating**

Standard 1:	Coordinates people and other resources in the school, home, and community to promote student success.	
Standard 2:	Uses an effective process when referring students, parents, and/or others to special programs and services.	
<b>TOTAL =</b>		
<b>DOMAIN AVERAGE =</b>		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_

**DOMAIN VI: STUDENT ASSESSMENT**

**Rating**

Standard 1:	Adheres to legal, ethical, and professional standards related to assessment.	
Standard 2:	With the assistance of school personnel, interprets standardized tests results and other assessment data to guide students in individual goal setting and planning.	
Standard 3:	Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.	
<b>TOTAL =</b>		
<b>DOMAIN AVERAGE =</b>		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_



**RATING SCALE FOR EACH STANDARD:**

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

**DOMAIN VII: PROFESSIONAL BEHAVIOR**

Rating

Standard 1:	Demonstrates professionalism, including a commitment to professional development.	
Standard 2:	Advocates for a school environment that acknowledges and respects diversity.	
Standard 3:	Establishes and maintains professional relationships with administrators, teacher, other school personnel, parents, and community members.	
TOTAL =		
DOMAIN AVERAGE =		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_



**RATING SCALE FOR EACH STANDARD:**

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**DOMAIN VIII: PROFESSIONAL STANDARDS**

**Rating**

Standard 1:	Adheres to legal standards including school board policies.	
Standard 2:	Adheres to state, district, and campus standards, regulations, and procedures.	
Standard 3:	Is committed to current professional standards of competence and practice. (Texas Administrative Code, Rule §239.25)	
Standard 4:	Promotes and follows ethical standards for school counselors.	
Standard 5:	Demonstrates professional and responsible work habits.	
Standard 6:	Uses professional written and oral communication and interpersonal skills.	
<b>TOTAL =</b>		
<b>DOMAIN AVERAGE =</b>		

Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Areas to Address: \_\_\_\_\_



*Performance Evaluation Form*  
**SUMMARY SHEET**

	Average Domain	x	Domain Weight (add to 100%)	=	Weighted Domain Value
Domain 1: Program Management		x	%	=	
Domain 2: Guidance		x	%	=	
Domain 3: Counseling		x	%	=	
Domain 4: Consultation		x	%	=	
Domain 5: Coordination		x	%	=	
Domain 6: Student Assessment		x	%	=	
Domain 7: Professional Behavior		x	%	=	
Domain 8: Professional Standards		x	%	=	
Summary Evaluation Score (Total of Weighted Values)=					

A district or campus may choose not to use the weighted system

For this evaluation period, the overall evaluation of this counselor's performance is represented by the Summary Evaluating Rating in the box above. Copy the Summary Evaluation Score to the appropriate blank below:

- \_\_\_\_\_ 4.5-5.00 = Performance is clearly outstanding
- \_\_\_\_\_ 3.5-4.49 = Performance consistently exceeds standards
- \_\_\_\_\_ 2.5-3.49 = Performance consistently meets standards
- \_\_\_\_\_ 1.5-2.49 = Performance is below expectations; consultation is required, and improvement is needed in specified areas
- \_\_\_\_\_ 1.0-1.49 = Performance is unsatisfactory, and little or no improvement has resulted from consultation

\_\_\_\_\_  
Evaluator signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be placed in my personnel file.

\_\_\_\_\_  
Counselor signature

\_\_\_\_\_  
Date

