Counselor Performance Evaluation System
Counselor Self Appraisal

Pages 1-8 are for each counselor to access by September 1. Pages 2-3 are instructional pages.

Page 4 is to be signed by the appraiser and counselor and on file by the last school day in September.

Pages 5-8 are to be completed by the counselor and turned in to the appraiser by the last school day in January.
Counselor Performance Evaluation System
Self Appraisal

For the Wichita Falls Independent School District:

All counselors are to be evaluated annually. The appraiser for the counselor will be the
campus principal and/or his designee. The district counselor supervisor may include
documentation to be included in the counselor’s evaluation.

Overview of the System

The Counselor Performance Evaluation System includes thirty-three evaluation criteria
organized in eight domains. The eight domains are:

Domain I: Program Management
Domain II: Guidance
Domain III: Counseling
Domain IV: Consultation
Domain V: Coordination
Domain VI: Student Assessment
Domain VII: Professional Behavior
Domain VIII: Professional Standard

Scoring of the domains is done primarily through observational data, responses from the
individual counselor on the Counselor Performance Evaluation Form, and relevant data
from students, school personnel, and other community members may also be used if
documented and shared with the counselor.

Appraisal Period Timeline

The Counselor Performance Evaluation Form is to be signed and on file by the last
school day in September.
The Counselor Self-Report Appraisal System short form is due to the appraiser no
later than the last school day in January.

The counselor’s appraiser will complete, conference, and sign the long version of the
Counselor Self-Report Appraisal System form appraisal with the counselor by the
last school day of April.
COUNSELOR PERFORMANCE EVALUATION FORM

NAME OF COUNSELOR: ________________________________________________

SCHOOL AND DISTRICT: ________________________________________________

EVALUATION PERIOD: __________ through __________

month/day/year through 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____ Junior High____ High School____

STUDENT LOAD:

Assignment

________________________________________________________________________

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 __________


Counselor Self Report Appraisal System

**RATING SCALE FOR EACH STANDARD:**
5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

## Domain 1: Program management

1. Plans a balanced comprehensive developmental guidance and counseling program 5 4 3 2 1 NA

2. Implements a balanced comprehensive developmental guidance and counseling program 5 4 3 2 1 NA

3. Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program 5 4 3 2 1 NA

4. Promotes the balanced provision of program content areas 5 4 3 2 1 NA

5. Manages program personnel and/or other program resources 5 4 3 2 1 NA

6. Collaborates with others to plan, implement, evaluate, and promote the counseling program 5 4 3 2 1 NA

7. Advocates the counseling program and counselors’ ethical and professional standards with personnel, parents, students, and the community 5 4 3 2 1 NA

**Total**

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**Domain 2: Guidance**

1. Plans structured group lessons 5 4 3 2 1 NA

2. Conducts structured group lessons 5 4 3 2 1 NA
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<tr>
<td>3. Involves others to promote the guidance to promote the guidance curriculum</td>
<td>5 4 3 2 1 NA</td>
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<tr>
<td>4. Guides students and parents to manage post-secondary opportunities</td>
<td>5 4 3 2 1 NA</td>
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<tr>
<td>5. Guides students and parents to manage the student’s own career development</td>
<td>5 4 3 2 1 NA</td>
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<tr>
<td>6. Guides students and parents to manage a student’s own personal and social development</td>
<td>5 4 3 2 1 NA</td>
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<tr>
<td>7. Uses accepted theories and effective techniques to promote the career, educational, personal, and social development of students</td>
<td>5 4 3 2 1 NA</td>
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**Domain 3: Counseling**

1. Uses accepted theories and effective techniques to provide individual developmental, preventive, remedial, and/or crisis counseling

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<td>5 4 3 2 1 NA</td>
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2. Uses accepted theories and effective techniques to provide group developmental, preventive, remedial, and/or crisis counseling

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Domain 4: Consultation

1. Consults with parents, school personnel, and other community members to promote student success
   5  4  3  2  1  NA

2. Consults with parents, school personnel, and other community members to promote understanding of student development, individual behavior, the student's environment and human relationships
   5  4  3  2  1  NA

3. Provides professional expertise to advocate for students
   5  4  3  2  1  NA

   Total
   _______   _______   _______   _______   _______   _______

   Domain Average
   ______

Domain 5: Coordination

1. Coordinates people and other resources to promote student success
   5  4  3  2  1  NA

2. Uses an effective process when referring students, parents, and/or others to special programs and services
   5  4  3  2  1  NA

   Total
   _______   _______   _______   _______   _______   _______

   Domain Average
   ______

Domain 6: Student Assessment

1. Adheres to legal, ethical, and professional
   5  4  3  2  1  NA
standards

2. Interprets standardized test results and other assessment data to guide students  5  4  3  2  1  NA

3. Guides student goal setting and planning  5  4  3  2  1  NA

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Domain Average  _______

RATING SCALE FOR EACH STANDARD:
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Domain 7: Professional Behavior

1. Demonstrates professionalism  5  4  3  2  1  NA

2. Advocates diversity  5  4  3  2  1  NA

3. Establishes and maintains professional relationships  5  4  3  2  1  NA

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RATING SCALE FOR EACH STANDARD:
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Domain 8: Professional Standards

1. Adheres to legal standards including school board policies  5  4  3  2  1  NA

2. Adheres to state, district, and campus standards, regulations, and procedures  5  4  3  2  1  NA

3. Is committed to current professional standards of competence and practice  5  4  3  2  1  NA

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<td>4.</td>
<td>Promotes and follows ethical standards</td>
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<td>5.</td>
<td>Demonstrates professional and responsible work habits</td>
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<td>6.</td>
<td>Uses professional written and oral communication and interpersonal skills</td>
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