

PULASKI COUNTY SPECIAL SCHOOL DISTRICT
9.09 An Appraisal of Counselor Performance

Name _____ **Date** _____

Tenure Yes Probationary 1 2 3 (Circle Year)

Number Years in District _____ Time/Class Observed _____

Scheduled _____ Unscheduled _____ Primary Assignment _____

Certification Areas _____
 Other Assignments _____

Evaluator _____ Position _____

This evaluation has been discussed with me YES NO

I have have not attached a statement

Evaluatee _____ Date _____

Meets and/or Exceeds Standards	Area of Concern	Unsatisfactory

1.00	COUNSELOR PERFORMANCE			
1.01	Student Interaction			
	a. The counselor forms acceptable interpersonal relationships with the students.			
	b. The counselor understands student needs.			
	c. The counselor helps students to understand themselves and to analyze their alternatives.			
1.02	Consultation			
	The counselor functions effectively as a resource consultant to parents, students, teachers, administrators and other counselors.			
1.03	Referrals			
	The counselor attends to referrals by teachers and administrators.			
1.04	Time Management			
	The counselor functions in a timely manner.			
1.05	Program Management			
	a. The counselor follows the district curriculum for counseling.			
	b. The counselor understands and meets administrative goals for the counseling program.			
	Competencies not observed and not necessary or appropriate should be marked N/A in the "Meets or Exceeds Standards" column. Competencies not observed but deemed necessary should be marked in "Area of Concern" or "Unsatisfactory."			

White – Personnel

Yellow – School

Pink - Employee

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Meets and/or Exceeds Standards	Area of Concern	Unsatisfactory
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1.00	Summary Statement – Counseling Performance			
2.00	RESPONSIBILITIES			
2.01	Recordkeeping			
	a. The counselor uses efficient procedures for keeping student records.			
	b. The counselor keeps school reports and records accurately.			
2.02	Personal Responsibility			
	a. The counselor is punctual..			
	b. The counselor maintains appropriate grooming practices.			
2.03	Curriculum Awareness			
	The counselor has knowledge of curriculum and assists in development when requested.			
2.04	Office Atmosphere			
	The counselor organizes his/her office to maximize counseling and consulting.			

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2.00	Summary Statement – Responsibilities		
3.00	PARENT AND PROFESSIONAL RELATIONSHIPS		
3.01	Communication		
	a. The counselor participates in parent conferences in a professional manner.		
	b. The counselor communicates personally with parents as needed.		
3.02	Relationships		
3.00	Summary Statement – Parent and Professional Relations		
	The counselor maintains professional relationships conducive to cooperation and teamwork.		

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