



# Pacific Grove Unified School District

## School Counselor Evaluation

Evaluatee: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Grade/Subj: \_\_\_\_\_

Check one:  Probationary 1  Probationary 2  Temporary  Permanent

Unsatisfactory is a rating that results from a significant recurring problem not showing meaningful improvement during the course of this evaluation. A supportive statement, which includes suggestions for improvement, must be included. Conditional must include a supportive statement delineating conditions that must be met to produce satisfactory results.

### Professional Performance Standards

<input type="checkbox"/> Satisfactory/ Meets Standards  <input type="checkbox"/> Conditional  <input type="checkbox"/> Unsatisfactory/ Does Not Meet Standards	<p><b>1. Standard-Guidance Curriculum - Applies to Secondary Counselors Only</b></p> <ul style="list-style-type: none"><li>• Provides guidance in a systematic way for the purpose of skill development and application of skills learned.</li><li>• Profile each student in the caseload, including academic standing, credit status, attendance patterns and school citizenship; monitor students appropriately and keep information current.</li><li>• Facilitates and interprets academic assessments. At the high school, facilitate and interpret academic and career assessments.</li><li>• Regular academic review of students as needed .</li><li>• Build individual student schedules that respond to the student needs and goals.</li></ul>
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Comments:



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<p><input type="checkbox"/> Satisfactory/ Meets Standards</p> <p><input type="checkbox"/> Conditional</p> <p><input type="checkbox"/> Unsatisfactory/ Does Not Meet Standards</p> <p><b>Comments:</b></p>	<p><b>2. Standard Small Group and Individual Counseling</b></p> <ul style="list-style-type: none"><li>• Assist students in planning, monitoring and managing their educational, personal, social and career development goals</li><li>• Uses appropriate content and materials for grade level</li><li>• Establishes rapport with the students.</li><li>• Delivers guidance and lessons effectively.</li><li>• Guidance and services are available to all students.</li><li>• Responds in a timely manner to scheduling and/or counseling referrals.</li><li>• Communicates and collaborates with teachers and parents appropriately.</li><li>• Is current with recent counseling research and methodologies.</li></ul>
<p><input type="checkbox"/> Satisfactory/ Meets Standards</p> <p><input type="checkbox"/> Conditional</p> <p><input type="checkbox"/> Unsatisfactory/ Does Not Meet Standards</p> <p><b>Comments:</b></p>	<p><b>3. Standard-Prevention and Intervention Services</b></p> <ul style="list-style-type: none"><li>• Addresses the concerns of learners.</li><li>• Demonstrates appropriate involvement with student review teams and utilizes a team approach to problem solving.</li><li>• Assists in implementation and support of conflict resolution and mediation groups/programs.</li><li>• Participates in Crisis Response and implements the established coordinated service plans.</li><li>• Utilizes knowledge of academic and support resources in the community, provides information, makes appropriate referrals and follow-up</li></ul>



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### 4. Standard-Consultation and Collaboration, Program Coordination

- Establishes professional relationships with staff, parents and students.
- Provides knowledge and support of site and district programs for student services
- Presents reports in a clear concise manner.
- Promotes counseling and guidance programs to students, parents and staff.
- Establishes a calendar of guidance or counseling activities.
- Provides assistance in guidance related staff in-services.
- Promotes equity and access for all students.
- Advocates for student needs.

Satisfactory/  
Meets Standards

Conditional

Unsatisfactory/  
Does Not Meet  
Standards

Comments:



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\_\_\_\_\_ is:  
Employee Name

- Satisfactory/Meets Standards**
- Conditional**
- Unsatisfactory/Does Not Meet Standards**

A copy of this document will be filed in your personnel file. You are entitled to review and comment upon this document and to have your own written comments attached. Any such written comments should be submitted to the personnel office within ten (10) working days of the following date.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I have received a copy of this evaluation report. Signing this form does not necessarily mean that I agree with the ratings.

\_\_\_\_\_  
Evaluatee's Signature

\_\_\_\_\_  
Date