School Counselor Evaluation Form

Counselor__________________________                                      Date_______________
Evaluated by _____________________________________________________________
 Evaluator__________________________________  Position__________________

Please rate the counselor on the tasks below using the scale provided:

<table>
<thead>
<tr>
<th>NA = not applicable</th>
<th>S = Superior</th>
<th>M = Meets Expectations</th>
<th>O = Opportunity for Improvement</th>
<th>Ratings</th>
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**Counseling Activities**

- Counsel students regarding personal/family concerns
- Counsel students regarding school behavior and academic issues
- Counsel students in crisis/emergency situations
- Provide Small group counseling when needed

**Consultation Activities**

- Consult with school staff concerning student behavior
- Consult with outside agency regarding students
- Consult with parents regarding student issues
- Coordinate referral for counseling when needed
- Consult with administrators regarding students, school policy, programs or staff.

**Curriculum Activities**

- Conduct classroom activities to educate students on counseling services
- Conduct classroom guidance activities in the social development domain
- Conduct classroom guidance activities in the career development domain
- Conduct classroom guidance activities in the academic development domain

**Coordination Activities**

- Coordinate special events and programs for the school related to career, academic and social development domains
- Inform parents about the role of the school counselor in your school
- Conduct or coordinate parent education related to student issues
- Coordinate school wide response for crisis situations

**Leadership Activities**

- Attend professional development activities to improve counseling skills
- Work with an advisory group to analyze and develop your school counseling program
- Evaluate the effectiveness of your school counseling program
Other Activities*

- Get involved in the school and be a leader of change
- Develop community service activities
- Leadership of student organizations assigned to you
- Coordinate standardized testing program
- Assist the district in compiling and interpreting data
- Develop student learning plans and discuss student classes

*Counselors are often assigned these activities although they are not a part of the general role of a counselor.

Please answer the following questions in regard to the above counselor.

1. Indicate counselor strengths.

2. Indicate areas for counselor improvement.

3. After classroom observation, give suggestions or comments on classroom guidance activities.

4. What might be some goals of the school counseling program in the next two to three years?

Administrator Signature _______________________________ Date _______________

Counselor Signature _______________________________ Date _______________