

Portland Public Schools  
**Counselor Evaluation Form**

Counselor's Name \_\_\_\_\_  
Employee ID \_\_\_\_\_  
Due Date 05/01/2021  
Assignment Counselor-HS  
Department Franklin  
Location Franklin HS  
Evaluation Period 07/01/2019 - 06/30/2021

Number of Observations 0  
Total Time of Observations 0.00 hours  
Was there a pre-conference? N  
post-conference? N  
Employee Status Contract Teacher  
Evaluated By \_\_\_\_\_  
Date Signed/Meeting Date \_\_\_\_\_

Rating Legend:

X = Meets minimum standards

I = Improvement required

C = Commendation for consistently exceeding minimum standards

**1. Professional Preparedness and Growth**

Performance Meets Minimum Standards <input type="checkbox"/>	Performance Does Not Meet Minimum Standards <input type="checkbox"/>
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- \_\_\_\_\_ 1 Accepts responsibility for the accomplishment of building, area and district goals which are identified as appropriate for guidance and counseling.
- \_\_\_\_\_ 2 Uses guidance and counseling practices which reflect adequate and current knowledge of the profession.
- \_\_\_\_\_ 3 Works to improve professional skills and knowledge.
- \_\_\_\_\_ 4 Establishes professional goals based on priority needs identified through cooperative planning with principal or designee.

Comments:

**2. Planning**

Performance Meets Minimum Standards <input type="checkbox"/>	Performance Does Not Meet Minimum Standards <input type="checkbox"/>
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- \_\_\_\_\_ 1 Communicates to staff and community the importance of guidance activities within the total school program.
- \_\_\_\_\_ 2 Contributes to team planning or other coordinated planning as needed by the counseling assignment.
- \_\_\_\_\_ 3 Provides for the involvement of parents in the counseling process, including the review by parents of the student's career and educational plan in grades 9-12.
- \_\_\_\_\_ 4 Establishes priorities and uses time effectively in meeting the needs of students.

Comments:

**3. Principles of Guidance and Counseling**

Performance Meets Minimum Standards <input type="checkbox"/>	Performance Does Not Meet Minimum Standards <input type="checkbox"/>
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- \_\_\_\_\_ 1 Shows respect, consideration and fairness to students.
- \_\_\_\_\_ 2 Meets needs of students with special interests, abilities and learning problems.
- \_\_\_\_\_ 3 Listens carefully in order to provide appropriate services to students, staff and parents.
- \_\_\_\_\_ 4 Maintains a confidential relationship with counselees within the framework of professional responsibilities.
- \_\_\_\_\_ 5 Assists students in the development of educational plans to achieve career goals.
- \_\_\_\_\_ 6 Works with students to develop decision-making and problem-solving skills.
- \_\_\_\_\_ 7 Helps students to develop positive self concepts and to become aware of their own feelings, attitudes and values.
- \_\_\_\_\_ 8 Provides opportunities for students to develop skills in relating to others.
- \_\_\_\_\_ 9 Helps students to accept responsibility for their behavior.
- \_\_\_\_\_ 10 Participates in classroom/group guidance activities.

Comments:

#### 4. Multi-Ethnic Understanding

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- \_\_\_\_\_ 1 Appreciates cultural diversity and uses communication skills which reflect sensitivity to the feelings of all persons regardless of their race, color, religion, sex, age or national origin and does such preparation and takes such training as is necessary to accomplish these goals.
- \_\_\_\_\_ 2 Assists students to develop an appreciation of individual differences among people and to be aware of the problems resulting from cultural/ethnic stereotyping.
- \_\_\_\_\_ 3 Helps students develop a positive cultural and ethnic identity.

Comments:

#### 5. Use of Resources

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- \_\_\_\_\_ 1 Develops a relationship with the school staff which encourages the use of the counselor as a consultant for classroom guidance and counseling activities.
- \_\_\_\_\_ 2 Helps students use opportunities and alternatives available in the school and community.
- \_\_\_\_\_ 3 Involves parents and other interested community people in the guidance/counseling process.
- \_\_\_\_\_ 4 Cooperates with community organizations and agencies in providing activities and support services for students and parents.
- \_\_\_\_\_ 5 Makes appropriate referrals of students needing special help.

Comments:

#### 6. Evaluation/Record Keeping

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- \_\_\_\_\_ 1 Maintains and uses cumulative records of students.
- \_\_\_\_\_ 2 Interprets the results of tests in a manner understandable to students, parents, and teachers.
- \_\_\_\_\_ 3 Provides complete and accurate data according to deadlines established by the school, area and district.
- \_\_\_\_\_ 4 Helps students evaluate progress in reaching personal and educational goals.
- \_\_\_\_\_ 5 Communicates effectively with parents and students regarding student achievement, behavior and attendance.

Comments:

#### 7. Organizational Responsibilities

Performance Meets Minimum Standards	Performance Does Not Meet Minimum Standards
<input type="checkbox"/>	<input type="checkbox"/>

- \_\_\_\_\_ 1 Cooperates with and supports other faculty members.
- \_\_\_\_\_ 2 Observes the spirit and intent of rules and regulations of the school and school system.
- \_\_\_\_\_ 3 Assumes necessary support activities related to school assignment.
- \_\_\_\_\_ 4 Shares the responsibility with all employees for promoting the educational goals and developing public acceptance of the school system.

Comments:

## 8. Other

Comments:

I DO recommend this contract teacher for another year of service in School District No. 1.

\_\_\_\_\_  
Principal's Signature                      Date                      Vice Principal's Signature                      Date

I have read the above report.

\_\_\_\_\_  
Counselor's Signature                      Date

Received and Contents Noted
_____
(Regional/Department Office)
Date: _____
_____
(Human Resources)
Date: _____