

VACAVILLE UNIFIED SCHOOL DISTRICT
School Counselor Observation/Discussion Form

Name of Employee: _____ School: _____ Grade/Subject: _____

Probationary Year: 1 2 Permanent: School Year: _____ Evaluator: _____

SCHOOL COUNSELOR STANDARD 1

ENGAGE, ADVOCATE FOR AND SUPPORT ALL STUDENTS IN LEARNING (check one or more of the following reflections, observations, documentation, or conferences)

<input type="checkbox"/>	1.1	Ensure all students are engaged in a system of support designed for learning and academic success
<input type="checkbox"/>	1.2	Advocate for educational opportunity, equity and access for all students
<input type="checkbox"/>	1.3	Advocate for the learning and academic success of all students
<input type="checkbox"/>	1.4	Identify student problems in their earliest stages and implement prevention and intervention strategies

Initial Conference _____ Date : _____

Counselor Signature: _____ Evaluator Signature: _____

Observation1 / Discussion 1 _____ Date : _____

Counselor Signature: _____ Evaluator Signature: _____

Observation 2 / Discussion 2 _____ Date : _____

Counselor Signature: _____ Evaluator Signature: _____

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SCHOOL COUNSELOR STANDARD 2			
PLAN, IMPLEMENT AND EVALUATE PROGRAMS TO PROMOTE ACADEMIC, CAREER, PERSONAL, AND SOCIAL DEVELOPMENT OF ALL STUDENTS (assessed by one or more of the following reflections, observations, documentation, or conferences)			
<input type="checkbox"/>		2.1	Demonstrate organization skills
<input type="checkbox"/>		2.2	Develop outcome-based programs
<input type="checkbox"/>		2.3	Assess program outcomes and analyze data
<input type="checkbox"/>		2.4	Demonstrate leadership in program development

Initial Conference	Date : _____
Counselor Signature:	Evaluator Signature:

Observation 1 / Discussion 1	Date : _____
Counselor Signature:	Evaluator Signature:

Observation 2 / Discussion 2	Date : _____
Counselor Signature:	Evaluator Signature:

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APPENDIX D – SECTION J

Name of Employee: _____ School: _____ Grade/Subject: _____

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SCHOOL COUNSELOR STANDARD 3

UTILIZE MULTIPLE SOURCES OF INFORMATION TO MONITOR AND IMPROVE STUDENT BEHAVIOR AND ACHIEVEMENT (assessed by one or more of the following reflections, observations, documentation, or conferences)

<input type="checkbox"/>	3.1	Assess student characteristics and utilize the information to plan for individual student growth and achievement
<input type="checkbox"/>	3.2	Interpret and use student assessment data with students and parents/guardians in developing personal, academic, and career plans
<input type="checkbox"/>	3.3	Monitor student personal, academic, and career progress

Initial Conference _____ Date : _____

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Observation1 / Discussion 1 _____ Date : _____

Counselor Signature: _____ Evaluator Signature: _____

Date : _____

Evaluator Signature: _____

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SCHOOL COUNSELOR STANDARD 4

COLLABORATE AND COORDINATE WITH SCHOOL AND COMMUNITY RESOURCES (assessed by one or more of the following reflections, observations, documentation, or conferences)

<input type="checkbox"/>		4.1	Build and maintain student support teams for student achievement
<input type="checkbox"/>		4.2	Provide consultation and education for teachers and parents
<input type="checkbox"/>		4.3	Develop working relationships within the school that include school staff members, parents, and community members
<input type="checkbox"/>		4.4	Coordinate support from community agencies
<input type="checkbox"/>			

Initial Conference Date : _____

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Observation1 / Discussion 1 Date : _____

Counselor Signature: _____ Evaluator Signature: _____

Observation 2 / Discussion 2 Date : _____

Counselor Signature: _____ Evaluator Signature: _____

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SCHOOL COUNSELOR STANDARD 5			
PROMOTE AND MAINTAIN A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS (assessed by one or more of the following reflections, observations, documentation, or conferences)			
<input type="checkbox"/>		5.1	Promote a positive, safe, and supportive learning environment
<input type="checkbox"/>		5.2	Develop and implement programs that address the personal and social risk factors of students
<input type="checkbox"/>		5.3	Develop and implement programs that reduce the incidence of school site violence
<input type="checkbox"/>		5.4	Incorporate models of systemic school safety that address elements of prevention, intervention, and treatment into the school system

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Observation1 / Discussion 1	Date : _____
Counselor Signature: _____	Evaluator Signature: _____

Observation 2 / Discussion 2	Date : _____
Counselor Signature: _____	Evaluator Signature: _____

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SCHOOL COUNSELOR STANDARD 6			
DEVELOP AS A PROFESSIONAL SCHOOL COUNSELOR (assessed by one or more of the following reflections, observations, documentation, or conferences)			
<input type="checkbox"/>		6.1	Establish professional goals and pursue opportunities to improve
<input type="checkbox"/>		6.2	Model effective practices and continuous progress in school counseling
<input type="checkbox"/>		6.3	Adhere to professional codes of ethics, legal mandates, and district policies

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Observation 2 / Discussion 2	Date : _____
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VACAVILLE UNIFIED SCHOOL DISTRICT
 Individual School Counselor Performance Evaluation

Name of Employee: _____ School: _____ Grade/Subject: _____

Probationary Year: 1 2 Permanent: School Year: _____ Evaluator: _____

1 – Does not meet standards 2 – Practices that partially meet standards 3 – Meets or exceeds standards

✓	Focus		1	2	3
	Standard 1	Engage, advocate for and support all students in learning			
	Standard 2	Plan, implement and evaluate programs to promote academic, career, personal, and social development of all students			
	Standard 3	Utilize multiple sources of information to monitor and improve student behavior and achievement			
	Standard 4	Collaborate and coordinate with school and community resources			
	Standard 5	Promote and maintain a safe learning environment for all students			
	Standard 6	Develop as a professional School Counselor			

Evaluator Comments and Recommendations:

*Evaluatee _____ Evaluator: _____ Date: _____
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*Evaluatee's signature does not indicate agreement or disagreement with the evaluation.