

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:

Observation 1 / 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

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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 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

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<b>SCHOOL COUNSELOR STANDARD 4</b>	
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

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Observation 1 / Discussion 1	Date : _____
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Observation 2 / Discussion 2	Date : _____
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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

Initial Conference \_\_\_\_\_ Date : \_\_\_\_\_

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Observation 1 / 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 1 / Discussion 1 \_\_\_\_\_ Date : \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_

Observation 2 / Discussion 2 \_\_\_\_\_ Date : \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_

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 standards	4 – Exceeds standards
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✓	Focus	1	2	3	4
	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:

\*Evaluee: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Evaluee's signature does not indicate agreement or disagreement with the evaluation.