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| --- | --- |
| Educator Name: | Click here to enter text. |
| Subjects(s): | Click here to enter text. | Grade Level(s): | Click here to enter text. |
| Administrator Name: | Click here to enter text. | School/Location: | Click here to enter text. |
|  |
| First Formal Observation Date(s) |  | Informal Observation Date(s) (10 minutes per observation) |
| First Pre-Observation: | Click here to enter a date. |  | Date Observed: | Click here to enter a date. |
| First Observation (30 minutes): | Click here to enter a date. |  | Date Observed: | Click here to enter a date. |
| First Post-Observation: | Click here to enter a date. |  |  |
|  |
| If non-tenured: Second Formal Observation Date(s) |  | Informal Observation Date(s) (10 min per observation) |
| Second Pre-Observation: | Click here to enter a date. |  | Date Observed: | Click here to enter a date. |
| Second Observation (30 minutes): | Click here to enter a date. |  | Date Observed: | Click here to enter a date. |
| Second Post-Observation: | Click here to enter a date. |  |  |
|  |
| **Domain 1: Planning and Preparation (Management)** | OVERALL PROFICIENT: DOMAIN 1 |[ ]
| The professional school counselor plans and manages the delivery of the comprehensive school counseling program |
| Component 1: Develops and maintains a comprehensive counseling program | UNSAT | BASIC | PROF | EXPL |
| Accesses or collects relevant data |[ ] [ ] [ ] [ ]
| Assesses use of time |[ ] [ ] [ ] [ ]
| Develops calendars  |[ ] [ ] [ ] [ ]
| Designs and implements action plans |[ ] [ ] [ ] [ ]
| Creates **KPBSD Annual School Counselor Goals** and shares with administrator |[ ] [ ] [ ] [ ]
| Evidence for Domain 1: |
| **Domain 2: The Environment (Foundation and School Counseling Program)** | OVERALL PROFICIENT: DOMAIN 2 |[ ]
| The professional school counselor monitors and evaluates the processes and results of the comprehensive school counseling program |
|  | UNSAT | BASIC | PROF | EXPL |
| Component 2: Develops a school counseling mission statement and vision; establishes goals |[ ] [ ] [ ] [ ]
| Component 3: Counseling program is based on student standards  |[ ] [ ] [ ] [ ]
| Component 4: Conducts a yearly program evaluation |  |  |  |  |
|  Uses student achievement and achievement-related data for program modification |[ ] [ ] [ ] [ ]
|  Assesses, analyzes, interprets, disaggregates, and presents process, perception, and results data |[ ] [ ] [ ] [ ]
| Evidence for Domain 2: |
| **Domain 3: Delivery of Service (Delivery)** | OVERALL PROFICIENT: DOMAIN 3 |[ ]
| The professional school counselor implements the delivery of the comprehensive school counseling program |
| Component 5: Spends 80% of time in direct and indirect services to students | UNSAT | BASIC | PROF | EXPL |
| Engages students to establish academic, personal/social, and career goals |[ ] [ ] [ ] [ ]
| Counsels individual students and groups of students |[ ] [ ] [ ] [ ]
| Consults effectively with parents, teachers, administrators, and other stakeholders  |[ ] [ ] [ ] [ ]
| Implements an effective referral process |[ ] [ ] [ ] [ ]
| Implements an effective crisis response plan |[ ] [ ] [ ] [ ]
| Demonstrates knowledge of common counseling techniques and theory |[ ] [ ] [ ] [ ]
| Evidence for Domain 3: |
| **Domain 4: Professional Responsibilities (Accountability)** | OVERALL PROFICIENT: DOMAIN 4 |[ ]
| The professional school counselor uses the skills of leadership, advocacy and collaboration to act as a systems change agent to create an environment promoting and supporting student success |
| Component 6: Program management and school support activities account for 20 percent of time or less | UNSAT | BASIC | PROF | EXPL |
| Participates in educational professional development; participates in school and district projects |[ ] [ ] [ ] [ ]
| Provides consultation, training and leadership; relationships with colleagues |[ ] [ ] [ ] [ ]
| Carries out “fair share” of responsibilities in service to the school |[ ] [ ] [ ] [ ]
| Component 7. Maintains professionalism |[ ] [ ] [ ] [ ]
| Component 8. Uses advocacy skills |[ ] [ ] [ ] [ ]
| Component 9. Uses collaboration |[ ] [ ] [ ] [ ]
| Evidence for Domain 4: |
| **Statement**: *A formal conference was held on* **Click here to enter a date.** *with my evaluator. I understand that I have five work days to study and prepare a response which will be attached to this evaluation prior to being sent to Human Resources. My response will become a part of this evaluation. I also understand that my signature below does not necessarily mean that I agree with the evaluation.* |
| Administrator’s signature: |  | Date: |  |
| Educator’s signature: |  | Date: |  |