

**Monroe School District #1J
Counselor Self Evaluation
and Principal / Supervisor Evaluation**

	Guidance Counselor	
Employee	Position Title	Date

- 1-Unsatisfactory
- 2-Needs to Improve
- 3-Basic
- 4-Meets

- 5-Exceeds
- 6-Mastery
- 7-Not Applicable

- C=Counselor
- E=Evaluator

E	S	<u>I. Personal Qualities</u>
		Presents a positive attitude
		Communicates & works cooperatively
		Is neat in appearance and dresses appropriately
		Maintains confidentiality and honesty
		Functions in a positive attitude

Category Evaluation

	Counselor		Evaluator
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C	E	<u>II. Instructional Skill</u>
		Selection of Materials
		Conducts inservice for school personnel

Category Evaluation

	Counselor		Evaluator
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C	E	<u>III. Classroom Management</u>
		Demonstrates a competent level of knowledge & skill

Category Evaluation

	Counselor		Evaluator
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T	E	<u>IV. Student Discipline</u>
		Demonstrates ability to manage students

Category Evaluation

	Counselor		Evaluator
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C	E	<u>V. Interest in Teaching Pupils</u>
		Demonstrates a commitment to each pupil
		Utilizes home, school, and community resources
		Demonstrates enthusiasm/enjoys working with pupils

Category Evaluation

	Counselor		Evaluator
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C	E	<u>VI. Knowledge of Subject Matter, Materials, Policies & Regulations</u>
		Demonstrates knowledge of theory & content in general education & subject matter specializations appropriate to assigned grade levels
		Knowledge of policies/regulations
		Safety practices

Category Evaluation

	Counselor		Evaluator
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C	E	<u>VII. Professional Commitment/Development/Improvement</u>
		Planning with staff
		High professional standards
		Current in professional growth/in-service
		Accepts change
		Accepts direction
		Participates in educational & professional associations

Category Evaluation

	Counselor		Evaluator
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C	E	<u>VIII. Interpersonal Skills/Personal Qualities</u>
		Maintains student records & protects their confidentiality
		Coordinates school personnel & community agencies
		Open lines of communication with students & their parents
		Open lines of communication with staff members & district patrons
		Cooperates with other staff in planning goals, objectives, etc.

Category Evaluation

	Counselor		Evaluator
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C	E	<u>IX. School Service</u>
		Demonstrates a willingness to share normal school responsibilities.
		Helps with non-instructional school events.
		Assumes other duties as assigned by the administrator.
		Follows District policy & procedures.

Category Evaluation

	Counselor		Evaluator
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C	E	<u>X. Timeliness</u>
		Attends meetings promptly

		Meets deadlines
		End of year inventory
		Grade & comments recorded (Elementary)
		Submits grades to secretary (Secondary)
		Student attendance to secretary
		Notifies building administrator in the event of illness

Category Evaluation

	Counselor		Evaluator
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C	E	<u>XI. Counsels/Guides/Inform & Assist Students</u>
		Works with students on an individual basis in the solution of personal problems.
		Registers new students & orients them to school procedures.
		Aids students in course & subject selection.
		Makes recommendations for admissions & scholarships.
		Works with students in evolving education & occupation plans.
		Guides students in their participation in school & community activities.
		Aid students in achieving a greater degree of their potential in academic, personal & social growth.
		Helps students develop effective & responsible ways of behaving.
		Provides information & experience that will contribute to self-awareness.
		Helps students accept increasing responsibility for his/her own actions.
		Helps students gain skills necessary for establishing & maintaining successful interpersonal relationships.
		Supervises student testing programs.
		Assists student in evaluating their aptitudes & abilities.
		Obtains & disseminates occupational information to students.

		Assures career information is available to students.
		Emphasizes the importance of career planning to students.
		Interpret career information resources for students, parents, and staff.
		Coordinate all information a student needs for career & college placement.
		Assists students & parents in understanding procedures for completing applications & financial aid forms.
		Administers & interprets aptitude, interest and achievement tests to students.
		Helps students relate test results to career choice.
		Assesses student accomplishments.
		Assists students in developing decision making skills.
		Informs & counsels students concerning opportunities available
		Assists students in acquiring knowledge & skills necessary for setting & reaching educational & career goals.

Category Evaluation

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1. I feel I have shown development and growth in the teaching profession because: (list classes taken, workshops attended, independent study, etc.)
 - A.
 - B.
 - C.

2. Commendations or areas I would like to be recognized for are:
 - A.
 - B.
 - C.

3. List areas of participation and/or accomplishment outside the classroom responsibilities that are job related: (i.e. site councils, committees, task forces, clubs, activities, coaching, etc.) Do not include community or civic activities outside of your job description.

Comments:

Overall Evaluation

	Counselor		Evaluator
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This is to certify that we have read and discussed the above evaluation.

Evaluator's Signature

Date

Counselor's Signature

Date

Additional comments by the Counselor are attached. ____ Yes ____ No