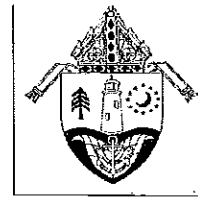


Catholic Diocese of Biloxi
DEPARTMENT OF EDUCATION
Biloxi, Mississippi



Guidance Counselor Evaluation Professional Growth Report

Counselor _____ Location _____

Evaluator _____ Date _____

Years in Position 0-3 4+ School Year: _____

Directions: *The evaluator is to indicate the appropriate rating of each major topic by placing a circle around the S, NI, or U.* The evaluator shall then **mark** each item under the major headings using (S) to denote satisfactory performance, (NI) to denote needs improvement, or (U) to denote unsatisfactory performance.

PERFORMANCE RESPONSIBILITIES

A. PLANNING

- Identifies and plans for individual differences
- Develops a written plan with clear and concise written objectives for providing guidance services

S	NI	U

B. MANAGEMENT

- Assesses student progress
- Takes appropriate precautions to protect students, equipment, materials and facilities
- Maximizes the amount of time available for guidance services
- Maintains accurate, complete and correct records
- Manages learner behavior to provide productive learning opportunities
- Performs duty assignments

S	NI	U

C. COUNSELING

- Provides individual counseling in a confidential setting
- Provides small group counseling sessions in a confidential setting
- Provides activities and experiences for students to develop a positive self-concept through an understanding of abilities, interests, and strengths
- Provides activities and experiences for students to develop appropriate social skills
- Provides activities and experiences for students to develop a positive attitude toward acceptable behavior at school, home, and in the community
- Provides activities and experiences for students to develop problem-solving skills
- Provides activities and experiences for students to develop career-related goals

S	NI	U

D. CONSULTATION

- Consults with appropriate staff and/or agencies on behalf of the student
- Provides opportunities for administrators, teachers, and parents to discuss concerns related to students
- Maintains and fosters confidentiality in regard to information concerning students
- Participates in school building-level committees

S	NI	U

E. INSTRUCTION

- Assesses student progress
- Provides opportunities for student involvement in the learning process
- Presents appropriate content
- Delivers instruction effectively
- Integrates technology into instruction

S	NI	U

F. PROFESSIONAL GROWTH AND DEVELOPMENT

- Displays evidence of professional growth and participation in in-service sessions
- Demonstrates an awareness of current trends in school counseling
- Provides in-service to school staff upon request
- Plans for professional self-development

S	NI	U

G. PERSONAL TRAITS

Exhibits:

- Poise, self-confidence, enthusiasm and optimism
- Punctuality
- Dependability
- Acceptable speech and grammar
- Effective communication with students, parents, and other adults
- Discreet handling of confidential information
- Use of suggestions for improvement
- Flexibility

S	NI	U

COUNSELOR'S PERFORMANCE AT THIS TIME IS:

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

PROGRESS TOWARD ACHIEVEMENT OF THE PROFESSIONAL GROWTH PLAN IS:

Minimal _____ Satisfactory _____ Has reached completion _____

EVALUATOR'S NARRATIVE COMMENTS: (Attach supplemental sheet if necessary)

EVALUATOR'S SIGNATURE _____ DATE _____

COUNSELOR'S COMMENTS: (Attach supplemental sheet if necessary)

COUNSELOR'S SIGNATURE _____ DATE _____

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the rating or comments.