CHECK APPROPRIATE ITEM

**OBSERVATION CONFERENCE**

**MID-YEAR CONFERENCE**

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION / CONFERENCE SUMMARY

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| **NAME:** | |  | | **SCHOOL / LOCATION:** |  | |
| **ID#:** |  | | | **JOB ASSIGNMENT:** |  | |
| **DATE OF OBSERVATIONS(S):** | | |  | **DATE OF CONFERENCE:** | |  |

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below.

**I-Ineffective; D-Developing; A-Accomplished; E-Exemplary; N/R-Not Rated**

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| **Domain 1: Planning and Preparation**  1A: Demonstrating Knowledge of Counseling Theory and Techniques  1B: Demonstrating Knowledge of Child and Adolescent Development  1C: Establishing Goals for the Counseling Program Appropriate to the Setting and the Students Served  1D: Demonstrating Knowledge of State and Federal Regulations and of Resources Both Within and  Beyond the School and District  1E: Plan in the Counseling Program Integrated with the Regular School Program  1F: Developing a Plan to Evaluate the Counseling Program | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

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| **Domain 2: The Environment**  2A: Creating an Environment of Respect and Rapport  2B: Establishing a Culture for Productive Communication  2C: Managing Routines and Procedures  2D: Establishing Standards of Conduct and Contributing to the Culture for Student Behavior throughout the  School  2E: Organizing Physical Space | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

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| **Domain 3: Delivery of Service**  3A: Assessing Student Needs  3B: Assisting Students and Teachers in the Formulation of Academic, Personal, Social, and Career Plans  Based on Knowledge of Student Needs  3C: Using Counseling Techniques in Individual and Classroom Programs  3D: Brokering Resources to Meet Needs  3E: Demonstrating Flexibility and Responsiveness | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

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| **Domain 4: Professional Responsibilities**  4A: Reflecting on Practice  4B: Maintaining Records and Submitting Them in a Timely Fashion  4C: Communicating with Families  4D: Participating in a Professional Community  4E: Engaging in Professional Development  4F: Showing Professionalism | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

Evidence to support ratings attached (optional)

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| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |