CHECK APPROPRIATE ITEM

[ ]  **OBSERVATION CONFERENCE**

[ ]  **MID-YEAR CONFERENCE**

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION / CONFERENCE SUMMARY

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |