JEFFERSON COUNTY PUBLIC SCHOOLS

SCHOOL COUNSELOR MAJOR PERFORMANCE EVALUATION

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| **NAME:** | |  | | | | **SCHOOL/LOCATION:** | |  | | |
| **ID #:** |  | | | **YEARS OF SERVICE:** | | |  | | **DATE:** |  |
| **PRINCIPAL/COST CENTER HEAD:** | | | | |  | | | | | |
| **DATES OF OBSERVATION:** | | |  | | | | | | | |

A comprehensive evaluation will be made by the evaluator using multiple sources of evidence as specified in the Certified Evaluation Plan. A narrative is required for any school counselor domain rating that is marked “ineffective” or “developing”, and the evaluator and school counselor must initial all additional pages. The evaluator may choose to write a narrative for “accomplished” or “exemplary”.

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| **Domains** | **Ineffective** | **Developing** | **Accomplished** | **Exemplary** |
| 1. Planning and Preparation |  |  |  |  |
| 2. The Environment |  |  |  |  |
| 3. Delivery of Service |  |  |  |  |
| 4.Professional Responsibilities |  |  |  |  |
| *The overall professional practice rating is a holistic rating of performance, combining data*  *from multiple sources of evidence across each domain of the applicable Kentucky Framework for Teaching.* | | | | |
| **Overall**  **Professional Practice Rating** | **Ineffective** | **Developing** | **Accomplished** | **Exemplary** |
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**Professional Growth Plan and Summative Cycle:**

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| ( ) 3 Year Self-Directed Cycle | Professional Growth Plan Area(s) for Focus: |
| ( ) 1 Year Directed Cycle |

Optional Comments by Evaluator and/or School Counselor

(May be attached to this form provided the evaluator and counselor have initialed all additional pages.)

The school counselor may submit a written response within ten (10) days to be sent to Employee Relations for inclusion in the school counselor’s personnel file with a copy to the evaluator. Certified personnel have the right to appeal to a JCPS Local Evaluation Appeals Panel (LEAP) within fourteen (14) calendar days after receiving a *summative* evaluation. Appeals must be submitted in writing to the superintendent/designee using the JCPS Certified Evaluation Appeals Form. Appeals to a LEAP may be based on evaluation process or evaluation content concerns.

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|  |  |  |  |  |  |  |
| DATE |  | PRINCIPAL/ COST CENTER HEAD |  | DATE |  | EMPLOYEE |

Distribution: Personnel File

Principal

Employee

**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

**Summary statement:**

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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

**Summary statement:**

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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

**Summary statement:**

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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

**Summary statement:**

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