

International School Counselor Performance Appraisal
Based on the American School Counselor Association used with permission

School Counselor Name _____ Today's Date: _____

Evaluator Name: _____ Position: _____

Directions:

1. For each of the performance standards, rate the counselor using the following scale:

0	1	2	3
<i>Unsatisfactory</i>	<i>Basic</i>	<i>Proficient</i>	<i>Distinguished</i>

2. Also, include any relevant comments for each of the thirteen standards and for the school counselor's overall performance.

Description	Rating
Standard 1: The international school counselor plans, organizes and delivers the school counseling program.	
1.1 A program is designed to meet the needs of the school.	
1.2 The counselor demonstrates interpersonal relationships with students.	
1.3 The counselor demonstrates positive interpersonal relationships with educational staff.	
1.4 The counselor demonstrates positive interpersonal relationships with parents or guardians.	
Comments:	
Standard 2: The international school counselor implements the school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.	
2.1 The counselor teaches school guidance units effectively.	
2.2 The counselor develops materials and instructional strategies to meet student needs and school goals.	
2.3 The counselor encourages staff involvement to ensure the effective implementation of the school guidance curriculum.	
Comments:	
Standard 3: The international school counselor implements the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.	
3.1 The counselor, in collaboration with parents or guardians, helps students establish goals and develop and use planning skills.	
3.2 The counselor demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.	
Comments:	
Standard 4: The international school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.	

Description	Rating
4.1 The counselor counsels individual students and small groups of students with identified needs and concerns.	
4.2 The counselor consults effectively with parents or guardians, teachers, administrators and other relevant individuals.	
4.3 The counselor implements an effective referral process with administrators, teachers and other school personnel.	
Comments:	
Standard 5: The international school counselor provides system support through effective school counseling program management and support for other educational programs.	
5.1 The counselor provides a comprehensive and balanced school counseling program in collaboration with school staff.	
5.2 The counselor provides support for other school programs.	
Comments:	
Standard 6: The international school counselor discusses the counseling department management system and the program action plans with the school administrator.	
6.1 The counselor discusses the qualities of the school counselor management system with the other members of the counseling staff and has agreement.	
6.2 The counselor discusses the program results anticipated when implementing the action plans for the school year.	
Comments:	
Standard 7: The international school counselor is responsible for establishing and convening an advisory council for the school counseling program.	
7.1 The counselor meets with the advisory committee.	
7.2 The counselor reviews the school counseling program audit with the council.	
7.3 The counselor records meeting information.	
Comments:	
Standard 8: The international school counselor collects and analyzes data to guide program direction and emphasis.	
8.1 The counselor uses school data to make decisions regarding student choice of classes and special programs.	
8.2 The counselor uses data from the counseling program to make decisions regarding program revisions.	
8.3 The counselor analyzes data to ensure every student has equity and access to a rigorous academic curriculum.	

Description	Rating
8.4 The counselor understands and uses data to establish goals and activities to ensure student success.	
Comments:	
Standard 9: The international school counselor monitors the students on a regular basis as they progress in school.	
9.1 The counselor is accountable for monitoring every student's progress.	
9.2 The counselor implements monitoring systems appropriate to the individual school.	
9.3 The counselor develops appropriate interventions for students as needed and monitors their progress.	
Comments:	
Standard 10: The international school counselor uses time and calendars to implement an efficient program.	
10.1 The counselor uses a master calendar to plan activities throughout the year.	
10.2 The counselor distributes the master calendar to parents or guardians, staff and students.	
10.3 The counselor posts a weekly or monthly calendar.	
10.4 The counselor analyzes time spent providing direct service to students.	
Comments:	
Standard 11: The international school counselor develops a results evaluation for the program.	
11.1 The counselor measures results attained from school guidance curriculum and student success activities.	
11.2 The counselor works with members of the counseling team and with the principal to clarify how programs are evaluated and how results are shared.	
11.3 The counselor knows how to collect process, perception and results data.	
Comments:	
Standard 12: The international school counselor conducts a yearly program audit.	
12.1 The counselor completes a program audit to determine the degrees to which the school counseling program is being implemented.	
12.2 The counselor shares the results of the program audit with the advisory council.	
12.3 The counselor uses the yearly audit to make changes in the school counseling program and calendar for the following year.	
Comments:	
Standard 13: The international school counselor is a student advocate, leader, collaborator and a systems change agent.	

Description	Rating
13.1 The counselor promotes academic success of every student.	
13.2 The counselor promotes equity and access for every student.	
13.3 The counselor takes a leadership role within the counseling department, the school setting and the community.	
13.4 The counselor understands reform issues and works to close the achievement gap.	
13.5 The counselor collaborates with teachers, parents and the community to promote academic success of students.	
13.6 The counselor builds effective teams by encouraging collaboration among all school staff.	
13.7 The counselor uses data to recommend systemic change in policy and procedures that limit or inhibit academic achievement.	
TOTAL SCORE	
AVERAGE SCORE	

Overall Performance Comments by Evaluator:

Comments by School Counselor: