

**School Counselor Performance Appraisal**

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| School Counselor |  |
| Evaluator |  |
| Position |  |
| Date |  |

0=Unsatisfactory, 1=Developing, 2=Proficient, 3=Distinguished

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| **PROFESSIONAL BELIEFS** |  |
| **Description** | **Rating****0-3** |
| **Mindsets**  |  |
| Demonstrates belief that each student can succeed and graduate from high school prepared for postsecondary and career opportunities  |  |
| Demonstrates belief all students should have access and opportunity to a high-quality education  |  |
| Demonstrates belief all students should have access to the school counseling program  |  |
| Demonstrates belief that effective school counseling programs are a collaborative process involving school counselors, students, families, teachers, administrators, other school staff and education stakeholders |  |
| Demonstrates belief that school counselors are leaders in the school, district, state and nation |  |
| Demonstrates belief that school counseling programs promote and enhance student academic, career, and social-emotional outcomes |  |
| **Observations and comments:** |  |
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| **PROFESSIONAL RESPONSIBILITIES** |  |
| **Description** | **Rating****0-3** |
| **Behaviors: Professional Foundation** |  |
| 1. Demonstrates a working knowledge of developmental, learning, counseling and education theories |  |
| *Demonstration includes:*a. Articulates knowledge of human development and learning theories that affect student successb. Articulates knowledge of established and emerging counseling theories and techniques that are effective in school settingsc. Articulates knowledge of career development theories for postsecondary planningd. Uses principles of multitiered systems of support within a school counseling program *Artifacts may include:*a. Programs, brochures or agendas for professional development sessions in which school counselor provided training related to theoriesb. School-counselor-prepared information sheets or infographics developed for dissemination among stakeholders (e.g., developmental milestones for kindergarteners, tips for students to be successful in school, how to choose a career path, age-specific information on how children/adolescents process grief)c. Classroom and group Mindsets & Behaviors action plans1. Closing-the-gap action plan/results report
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| 2. Demonstrates understanding of educational systems, legal issues, policies, research and educational trends  |  |
| *Demonstration includes:*a. Explains organizational structure and governance of the American educational system as well as broader influences on current educational practicesb. Explains educational systems, philosophies and theories and current trends in education, including federal and state legislationc. Explains process for development of policy and procedures at the building, district, state and national levelsd. Explains the nature of academic, career and social-emotional counseling in schools and differences from other fields of counselinge. Delineates the roles of student service providers, such as school social worker, school psychologist or school nurse, and ways to collaboratef. Articulates a rationale for a school counseling programg. Uses education research to inform decisions and programmingh. Uses current trends in technology to promote student success*Artifacts may include:*a. Presentation slides, handouts or other documents from parent and/or teacher workshops regarding the school counselor’s roleb. Minutes from school counseling advisory committee meetingsc. Completed comprehensive school counseling program templates/worksheets for planning student outcome goals and interventions |  |
| 3. Applies legal and ethical principles of the school counseling profession  |  |
| *Demonstration includes:*a. Practices in accordance with the ethical principles of the school counseling professionb. Adheres to school counselor legal responsibilities including the unique legal and ethical principles of working with minor students in a school settingc. Adheres to the ethical and statutory limits of confidentialityd. Fulfills legal and ethical obligations to families, teachers, administrators and other school staffe. Consults with school counselors and other education, counseling and legal professionals when ethical and legal questions arisef. Resolves ethical dilemmas by employing an ethical decision-making model g. Models ethical behaviorh. Engages in continual professional development to inform and guide ethical and legal work i. Provides referral resources to parents/guardians when the needs of a student are outside of the scope of training and responsibility of the school counselor*Artifacts may include:*a. Posting of specific ethical standards in school counseling office (e.g., limits of confidentiality statement or ethical decision-making process)b. Weekly calendars, regarding documentation of critical interactions with studentsc. Completion certificates of professional development experiences |  |
| 4. Applies school counseling professional standards and competencies |  |
| *Demonstration includes:*a. Stays current with school counseling research and best practicesb. Conducts self-appraisal and assessment related to school counseling professional standards and competenciesc. Uses personal reflection, consultation and supervision to promote professional growth and developmentd. Develops a yearly professional development plan to ensure engagement in professional growth opportunities related to relevant professional standards and competencies and personal limitations*Artifacts may include:*a. Membership documentation in state and national school counselor organizations b. Completed Professional Standards & Competencies self-assessment with written plans for own professional growthc. Identification of specific individuals and their contact information from whom professional consultation and supervision may be sought |  |
| 5. Uses South Dakota Mindsets & Behaviors for Student Success to inform the implementation of the school counseling program |  |
| *Demonstration includes:*a. Selects South Dakota Mindsets & Behaviors for Student Success standards to address student needs demonstrated in datab. Prioritizes South Dakota Mindsets & Behaviors for Student Success standards aligned with school improvement goalsc. Selects or creates competencies aligned with the South Dakota Mindsets & Behaviors for Student Success and South Dakota content standards *Artifacts may include:*a. Classroom and group Mindsets & Behaviors action plan b. Closing-the-gap action plan/results reportc. Lesson plans |  |
| 6. Demonstrates understanding of the impact of broader influences on student success and opportunities |  |
| *Demonstration includes:*a. Demonstrates basic knowledge and respect of differences in customs, communications, traditions, values and other traits among students based identities, abilities, and other factorsb. Explains how a student’s background may affect their academic achievement, behavior, relationships and overall performance in schoolc. Maintains and communicates high expectations for every student, regardless of their backgroundd. Explains the dynamics of cross-cultural communications and demonstrate the ability to communicate with persons of other cultures effectivelye. Collaborates with administrators, teachers and other staff in the school and district to ensure student-centered instructionf. Understands personal values and opinions, and articulates how they may affect the school counselor’s work*Artifacts may include:*a. Completion certificates from relevant professional development sessionsb. Annual professional growth plan |  |
| 7. Demonstrates leadership through the development and implementation of the school counseling program |  |
| *Demonstration includes:*a. Identifies sources of power and authority and formal and informal leadershipb. Demonstrates professional and personal qualities and skills of effective leadersc. Applies a model of leadership to the school counseling programd. Creates the organizational structure and components of an effective school counseling program aligned with the South Dakota Comprehensive School Counseling Program Modele. Applies the results of a school counseling program assessment to inform the design and implementation of the school counseling programf. Uses leadership skills to facilitate positive change for the school counseling programg. Defines the role of the school counselor and the school counseling program in the school crisis planh. Serves as a leader in the school and community to promote and support student successi. Participates in the school improvement process to bring the school counseling perspective to the development of school goals *Artifacts may include:*a. Leadership roles in school, district or community committees focused on student successb. Participation in school counseling professional associationsc. Annual student outcome goalsd. Annual calendare. Results reportsf. Advisory council agendas and minutesg. RAMP certification |  |
| 8. Demonstrates advocacy in the school counseling program |  |
| *Demonstration includes:*a. Models school counselor advocacy competencies to promote school counseling program development and student successb. Advocates responsibly for school board policy and local, state and federal statutory requirements in students’ best interestsc. Explains the benefits of the school counseling program for students and all stakeholders, including students, families, teachers, administrators and other school staff, school boards, department of education, school counselors, school counselor educators, community stakeholders and business leaders d. Provides rationale for appropriate activities for school counselorse. Provides rationale for discontinuation of inappropriate activities for school counselorsf. Uses data (e.g., closing-the-gap reports) to promote reduction in student-to-school-counselor ratios and reduction of inappropriate non-school-counseling-related tasksg. Participates in school counseling and education-related professional organizations *Artifacts may include:*a. Presentations or information shared with school board and local, state or federal oversight organizationsb. Presentations or information shared with faculty and staff, parents and other school stakeholdersc. Reports showing how school counselor’s time could be spent more effectively for student success (complete use-of-time calculator)d. Participation in school counseling professional association advocacy eventse. School-counselor-developed infographics based on results reports and disseminated to school stakeholders |  |
| 9. Support continuous school improvement through the implementation of the school counseling program |  |
| Demonstration includes:  a. Create an environment promoting and supporting student successb. Uses data to identify how school, district and state educational policies, procedures and practices support and/or impede student successc. Uses data to demonstrate a need for systemic change in areas such as course enrollment patterns; opportunity and access; support for special populations; and achievement, opportunity and/or information gapsd. Develops and implements a plan to address personal and/or institutional resistance to change that better supports student successArtifacts may include:  a. Reports showing change in student achievement, attendance or discipline datab. Reports showing change in course enrollment or increased access to opportunitiesc. Reports showing change in postsecondary success linked to National Student Clearinghouse data |  |
| **Observations and comments:** |  |
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| **Description** | **Rating****0-3** |
| **Behaviors: Direct and Indirect Student Services** |  |
| 1. Designs and implements instruction aligned to SD Mindsets & Behaviors for Student Success in classroom/large-group, small-group and individual settings |  |
| *Demonstration includes:*1. Uses student, school and district data to identify achievement, attendance and discipline issues to be addressed through instruction
2. Assesses societal trends when developing and choosing curricula
3. Identifies appropriate evidence-based curricula aligned to the SD Mindsets & Behaviors for Student Success or selects/develops other materials informed by research and best practice if evidence-based materials do not exist
4. Demonstrates pedagogical skills, including classroom management strategies, lesson planning and personalized instruction
5. Creates lesson plans identifying activities to be delivered, standards and competencies to be addressed, to whom activities will be delivered, how they will be delivered and how data will be assessed to determine impact on student outcomes
6. Uses a variety of technologies in the delivery of lessons and activities
7. Engages with school administrators, teachers and other staff to ensure the effective implementation of instruction
8. Analyzes data from lessons and activities to determine impact on student outcomes

*Artifacts may include:*a. Classroom and group Mindsets & Behaviors action plan b. Closing-the-gap action plan/results reportc. Lesson plansd. Annual calendar (details of specific school counseling events for the year) |  |
| 2. Provides appraisal and advisement in classroom/large-group, small-group and individual settings |  |
| *Demonstration includes:*1. Develops strategies to provide appraisal and advisement to students and families about attaining the SD Mindsets & Behaviors for Student Success
2. Uses assessments to help students understand their abilities, values and career interests
3. Includes career opportunities, labor market trends and economic trends to help students develop immediate and long-range plans
4. Helps students cross reference individual assessment results (e.g., SDMyLife Career Matchmaker, MBTI, Holland Code, ASVAB) with occupational/career goals
5. Helps students understand how academic performance relates to the world of work, family life and community service
6. Helps students understand the importance of postsecondary education and/or training as a pathway to a career
7. Helps students and families navigate postsecondary awareness, exploration, admissions and financial aid processes
8. Connects students to workplace experiences to deepen understandings and explore career interests

*Artifacts may include:*1. Completed graduation plans
2. Completed postsecondary plans
3. Completed career interest inventories with lesson plans showing appraisal and advisement activities
4. Completed strengths inventories with lesson plans showing appraisal and advisement activities
5. Completed field trips to communication organizations, businesses and postsecondary institutions
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| 3. Provides short-term counseling in small-group and individual settings |  |
| *Demonstration includes:*1. Uses data to identify students in need of counseling intervention
2. Provides support for students, including individual and small-group counseling, during times of transition, heightened stress, critical change or other situations impeding student success
3. Explains the difference between appropriate short-term counseling and inappropriate long-term therapy
4. Explains the impact of adverse childhood experiences and trauma, and demonstrates techniques to support students who have experienced trauma
5. Responds with appropriate intervention strategies to meet the needs of the individual, group or school community before, during and after crisis response

*Artifacts may include:*1. Classroom and group Mindsets & Behaviors action plan
2. Group lesson/session plans
3. Presentations to faculty/staff, parents, students, other school stakeholders on trauma-informed practices
4. Crisis response “pack” or bag/box
5. Participation/membership on district crisis response teams
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| 4. Makes referrals to appropriate school and community resources |  |
| *Demonstration includes:*1. Maintains a list of current referral resources, consistent with school and district policies, for students, staff and families to effectively address academic, career, social, and emotional issues
2. Communicates the limits of school counseling and the continuum of mental health services
3. Articulates why diagnoses and long-term therapy are outside the scope of school counseling

*Artifacts may include:*a. List of school and community referral sourcesb. School-counselor-developed school counseling brochure |  |
| 5. Consults to support student achievement and success |  |
| *Demonstration includes:*1. Gathers information on student needs from families, teachers, administrators, other school staff and community organizations to inform the selection of strategies for student success
2. Shares strategies supporting student achievement with families, teachers, administrators, teachers, school staff and community organizations
3. Consults with school counselors and other education and counseling professionals when questions of school counseling practice arise
4. Facilitates in-service training or workshops for families, administrators, other school staff, teachers or other stakeholders to share school counseling expertise
5. Seek supervision in those instances when the students' needs fall outside the school counselor's training or responsibilities but yet for which circumstances require support is offered

*Artifacts may include:*1. Presentation materials from school-counselor-led trainings or workshops
2. Materials developed for dissemination to stakeholders (e.g., why school attendance matters, how to help with homework, why mentoring works, etc.)
3. Schedule of parent programs
4. Member of school leadership team, data team, etc.
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| 6. Collaborates with families, teachers, administrators, other school staff and education stakeholders for student achievement and success |  |
| *Demonstration includes:*1. Partners with others to advocate for student achievement and educational access and opportunities for all students
2. Explains the potential for dual roles with families and other caretakers
3. Identifies and involves appropriate school and community professionals as well as the family in a crisis situation
4. Supervises school counseling interns consistent with the principles of the SD School Counseling Professional Standards & Competencies

*Artifacts may include:*a. List of groups that partner with the school counseling programb. List of committee involvement in school, district or community focused on student success |  |
| **Observations and comments:** |  |
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| **Description** | **Rating****0-3** |
| **Behavior: Planning and Assessment** |  |
| 1. Creates school counseling program beliefs, vision and mission statements aligned with the school and district |  |
| *Demonstration includes:*1. Analyzes personal, school, district and state beliefs, assumptions and philosophies about student success
2. Analyzes the school’s vision and mission statements
3. Creates a school counseling vision statement describing a future world where student outcomes are successfully achieved
4. Creates a school counseling mission statement aligned with school, district and state missions
5. Communicates the school counseling program’s vision and mission to administrators, teachers, other school staff and stakeholders

*Artifacts may include:*1. Belief statements aligned with mindsets from SD Professional Standards & Competencies
2. Vision statement describing what the school counselor hopes to see in students five-15 years in the future
3. Mission statement aligned with school and district mission statement

Posting of vision/mission statements in school counseling office, on school counseling website and in school counseling brochures |  |
| 2. Identifies gaps in achievement, attendance, discipline, opportunity and resources |  |
| *Demonstration includes:*1. Collects and analyzes data to identify areas of success or gaps between and among different groups of students in achievement, attendance, discipline and opportunities
2. Reviews, disaggregates and interprets student achievement, attendance and discipline data to identify and implement interventions as needed
3. Creates goals based on student, school and/or district data to close the achievement, opportunity and/or information gaps

*Artifacts may include:*1. Disaggregated data reports highlighting gaps between and among different groups of students in achievement, attendance, discipline and opportunities
2. Goals addressing achievement, opportunity and/or information gaps
3. School data summary worksheet
4. Annual student outcome goal plan worksheet
5. Closing-the-gap action plan/results report
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| 3. Develops annual student outcome goals based on student data |  |
| *Demonstration includes:*1. Uses achievement, attendance and/or discipline data to create annual student outcome goals aligned with school improvement plans
2. Writes goals in a measurable format, such as the SMART goal format, and includes baseline and target data within the goal statement
3. Uses student data and results from survey tools to monitor and refine annual student outcome goals
4. Communicates annual student outcome goals to administrators, teachers, other school staff and stakeholders

*Artifacts may include:*a. Annual student outcome goals written in a SMART goal format including baseline and target datab. Annual student outcome goal plan worksheet c. Annual results reports |  |
| 4. Develops and implements action plans aligned with annual student outcome goals and student data |  |
| *Demonstration includes:*1. Designs and implements school counseling action plans aligned with school and annual student outcome goals and student data
2. Determines appropriate students for the target group of action plans based on student, school and district data
3. Identifies appropriate SD Mindsets & Behaviors for Student Success addressing needs identified in action plans
4. Selects evidence-based curricula and activities to accomplish objectives, or selects/develops other materials informed by research and best practice if evidence-based materials do not exist
5. Identifies appropriate resources needed to implement action plans
6. Identifies intended impact on academics, attendance and discipline as result of action plan implementation
7. Explains basic research sampling, methodology and analysis concepts as they relate to research outcomes and action research

*Artifacts may include:*a. Classroom and group Mindsets & Behaviors action plan and results reportsb. Closing-the-gap action plan/results reportsc. Annual and weekly calendarsd. Annual student outcome goal plan worksheete. Annual administrative conference template |  |
| 5. Assesses and reports program results to the school community |  |
| *Demonstration includes:*1. Explains concepts related to program results and accountability within the school counseling program
2. Reviews progress toward annual student outcome goals
3. Analyzes data to assess school counseling program effectiveness and to inform program development
4. Collaborates with members of the school counseling team and with administration to decide how school counseling programs are assessed and how results are shared
5. Uses data to demonstrate the value the school counseling program adds to student achievement
6. Uses presentation skills to share effectiveness data and results of action plans and activities with administrators, advisory councils, teachers, faculty and staff, families, school boards and stakeholders

*Artifacts may include:*a. Presentation materials with data from school counseling activitiesb. School data summary worksheet |  |
| 6. Uses time appropriately according to national recommendations and student/school data |  |
| *Demonstration includes:*1. Articulates the distinction between direct and indirect student services
2. Assesses use of time in direct and indirect student services and program management and school support to determine how much time is spent in each school counseling program component
3. Articulates the best use of a school counselor’s time to meet student needs as identified through student data and annual student outcome goals
4. Organizes and manages time to effectively implement the school counseling program using skills including scheduling, publicizing and prioritizing time
5. Creates annual and weekly calendars to plan activities reflecting annual student outcome goals
6. Identifies, evaluates and participates in fair-share responsibilities

*Artifacts may include:*1. Use-of-time calculator assessment completed with time percentages in direct and indirect student services (80% or more) and program planning and school support (20% or less)
2. Annual administrative conference template and meeting notes

Annual and weekly calendars |  |
| 7. Establishes agreement with the principal and other administrators about the school counseling program |  |
| *Demonstration includes:*1. Completes annual administrative conference templates for the school counseling program with other members of the school counseling staff
2. Discusses school counseling annual administrative conference template with the principal and/or supervising administrator to formalize the delivery, management and assessment of the school counseling program
3. Explains and models the appropriate role of the school counselor and the organization of the school counseling program
4. Explains annual student outcome goals, their basis in student data and their alignment with the school improvement plan
5. Advocates for the appropriate use of school counselor time based on national recommendations and student needs
6. Finalizes the annual administrative conference template after presentation to and discussion with the principal and/or supervising administrator

*Artifacts may include:*a. Completed annual administrative conference template signed by the administrator in charge of the school counseling program and the school counselor  |  |
| 8. Establishes and convenes an advisory council for the school counseling program |  |
| *Demonstration includes:*1. Determines appropriate education stakeholders for representation on the advisory council
2. Develops effective and efficient advisory council meeting agendas to inform stakeholders about the school counseling program
3. Explains and discusses school data, school counseling program assessment and annual student outcome goals with the advisory council
4. Records advisory council meeting notes, and distributes as appropriate
5. Analyzes and incorporates feedback from the advisory council related to annual student outcome goals as appropriate

*Artifacts may include:*1. List of representatives on the advisory council with their positions
2. Agenda from advisory council meetings
3. Minutes from advisory council meetings
4. Presentation materials from advisory council meetings (e.g., handouts, infographics, slides, etc.)
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| 9. Uses appropriate school counselor performance appraisal process |  |
| *Demonstration includes:*1. Explains and advocates for appropriate school counselor performance appraisal process based on school counselor standards and implementation of the school counseling program
2. Explains how school counseling activities fit within categories of a performance appraisal instrument
3. Utilizes components of the SD Comprehensive School Counseling Program Model to document data-informed, student-focused activities that demonstrate evidence of meeting standards of performance appraisal instruments

*Artifacts may include:*1. Completed performance appraisal aligned with the SD Professional Standards & Competencies
2. Artifacts demonstrated completion or progress toward completion of components of the SD Comprehensive School Counseling Program Model
3. RAMP application
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| **Observations and comments:** |  |
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