

**Huntington Public Schools
Annual Professional Performance Review**

School Counselor: _____ **Date:** _____

Assignment: _____ **School:** _____

	<u>Effective</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
A. COUNSELOR-STUDENT RELATIONSHIPS			
1. Develops mutual respect between counselor and students.	_____	_____	_____
2. Is fair, impartial, and objective in the treatment of pupils.	_____	_____	_____
3. Provides opportunities for all students to be successful.	_____	_____	_____
4. Helps students become self-directed.	_____	_____	_____
5. Fosters students' sense of responsibility for their decisions and actions.	_____	_____	_____
6. Helps students to improve peer and family relationships.	_____	_____	_____
7. Provides information to stimulate interest in extracurricular activities or careers.	_____	_____	_____
B. COUNSELOR AS CONSULTANT			
1. Maintains communication with parents and teachers concerning students' academic performance and classroom behavior.	_____	_____	_____
2. Investigates and recommends programs for students with individual needs and talents.	_____	_____	_____
3. Consults with staff, parents, and outside resources regarding educational services.	_____	_____	_____
4. Contacts and creates dialogues with parents of at-risk students to involve them in the educational process.	_____	_____	_____
5. Serves as a consultant in recommending options for classroom interventions and behavioral plans	_____	_____	_____
6. Confers with administrators and staff about program and curriculum offerings.	_____	_____	_____
7. Facilitates discussions or information sessions with staff.	_____	_____	_____
C. OPERATIONAL PERFORMANCE			
1. Plans for counseling functions as evidenced in writing and observations.	_____	_____	_____
2. Adheres to and supports written district and building policies.	_____	_____	_____
3. Meets student evaluation and counseling timelines.	_____	_____	_____
4. Utilizes a variety of appropriate methods and counseling techniques.	_____	_____	_____
5. Adjusts for individual differences of students.	_____	_____	_____
6. Evaluates student progress and learning outcomes.	_____	_____	_____
7. Gathers and maintains accurate records.	_____	_____	_____
8. Adheres to and supports reporting procedures which conform with local and state law.	_____	_____	_____
9. Uses data as a tool to improve student achievement.	_____	_____	_____

Needs
Effective Improvement Unsatisfactory

D. STUDENT APPRAISAL

- | | | | |
|--|-------|-------|-------|
| 1. Participates in appraisal and assessment activities that help students identify their abilities, achievements, and interests. | _____ | _____ | _____ |
| 2. Interprets data to students, parents, faculty. | _____ | _____ | _____ |
| 3. Observes students. | _____ | _____ | _____ |
| 4. Relates standardized test results to curricular strengths and weaknesses. | _____ | _____ | _____ |
| 5. Interviews students, parents and teachers. | _____ | _____ | _____ |
| 6. Supervises the administration of educational and career tests and inventories. | _____ | _____ | _____ |
| 7. Plans and implements changes which will help meet the needs of individuals or groups of students. | _____ | _____ | _____ |

E. PROFESSIONAL ATTRIBUTES

- | | | | |
|--|-------|-------|-------|
| 1. Shows interest and enthusiasm for professional functions and supportive services. | _____ | _____ | _____ |
| 2.. Demonstrates dependability and initiative. | _____ | _____ | _____ |
| 3. Fosters team approach with other professionals in assisting with student discipline and academic success. | _____ | _____ | _____ |
| 4. Properly utilizes services of other student support personnel. | _____ | _____ | _____ |
| 5. Fosters positive school/community relations. | _____ | _____ | _____ |
| 6. Participates in various school and district meetings and programs. | _____ | _____ | _____ |
| 7. Maintains personal attendance and punctuality. | _____ | _____ | _____ |
| 8. Utilizes resources and seeks information as needed. | _____ | _____ | _____ |

F. REFLECTIVE AND RESPONSIVE PRACTICE

- | | | | |
|---|-------|-------|-------|
| 1. Engages in professional development relating to responsibilities of guidance counselor. | _____ | _____ | _____ |
| 2. Demonstrates that practice is reviewed, effectively assessed, and that appropriate adjustments are made on a continuing basis. | _____ | _____ | _____ |
| 3. Welcomes and benefits from advice and suggestions of others. | _____ | _____ | _____ |
| 4. Demonstrates growth in scholarship and in professional expertise related to position. | _____ | _____ | _____ |

Comments:

Teacher _____

Date _____

Chairperson/Director _____

Principal _____