



# Coronado Unified School District

## SCHOOL COUNSELOR EVALUATION AND REFLECTION FORM - PROB/TEMP/IP

<b>Evaluatee Name:</b>		<b>School Year:</b>	<b>Educator Status:</b> (Mark all that apply)	
<b>Site/Assignment:</b>	<b>Course/Subject/Grade Level:</b>	<input type="checkbox"/> Temporary <input type="checkbox"/> Improvement Plan		
		<input type="checkbox"/> Probationary (Year 1) <input type="checkbox"/> Probationary (Year 2)		

**Evaluator Name & Position:**

### PART 1: EVALUATION PLAN

#### Coronado Unified School District Governing Board Goals

<b>Learning:</b> Integrate personalized learning with assessment methods that will prepare all students for academic and vocational success.	<b>Communication:</b> Communicate openly, freely, and accurately to engage and involve all shareholders.	<b>Support:</b> Maintain safe and supportive schools where students and staff thrive.
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#### School Site(s)' Focus

<b>Domain:</b>	<b>Focus Statement:</b>
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#### Goals

- **Temporary/Probationary (Years 1-2 in the district)** develop three (3) goals – Written goals and conference due September 30th. Will be evaluated every year.
- **Improvement Plan** develop three (3) goals that pertain to areas of improvement needed - Written goals and conference due September 30th.

\* Please note that staff members who work at multiple sites will collaborate with department members to develop goals related to the site(s)' focus  
 \* For reference, SMART Goal(s) = **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-Bound; not necessarily based upon student achievement data

<b>Goal 1</b> Related to Site Focus	<b>Goal 2</b> Personal Learning Goal	<b>Goal 3</b> Domain 5: Promote and Maintain a Safe Learning Environment for All Students (Prob/Temp)
<b>Domain:</b> <b>Sub-Area:</b>	<b>Domain:</b> <b>Sub-Area:</b>	<b>Sub Area(s):</b>
<b>SMART Goal:</b>	<b>SMART Goal:</b>	<b>SMART Goal:</b>
<b>Baseline:</b> <i>Where are you now?</i>	<b>Baseline:</b> <i>Where are you now?</i>	<b>Baseline:</b> <i>Where are you now?</i>

<b>Action Plan:</b> <i>What steps will you take to reach this goal?</i>	<b>Action Plan:</b> <i>What steps will you take to reach this goal?</i>	<b>Action Plan:</b> <i>What steps will you take to reach this goal?</i>
<b>Evidence:</b> <i>What evidence will you use to show growth?</i>	<b>Evidence:</b> <i>What evidence will you use to show growth?</i>	<b>Evidence:</b> <i>What evidence will you use to show growth?</i>

**Observation Cycle**

**Temporary/Probationary (Years 1-2):** 1<sup>st</sup> Observation due October 30<sup>th</sup>, 2<sup>nd</sup> Observation due 2<sup>nd</sup> Friday in December, 3<sup>rd</sup> Observation due April 15<sup>th</sup>, Final Evaluation Summary and Conference due March 1<sup>st</sup> (3<sup>rd</sup> Observation of evaluatee can be Formal or Informal).  
**Improvement Plan:** 1<sup>st</sup> Observation due October 30<sup>th</sup>, 2<sup>nd</sup> Observation due 2<sup>nd</sup> Friday in December, 3<sup>rd</sup> Observation due February 15<sup>th</sup>, Final Evaluation Summary and Conference due March 1<sup>st</sup>.

**Agreement**

Signatures below indicate evaluator and evaluatee have both agreed upon the goals

Evaluator's Signature:	Position:	Date:
Evaluatee's Signature:	Position:	Date:

## PART 2: PRE-OBSERVATION / OBSERVATION / POST-OBSERVATION FORM

### PRE-OBSERVATION

Evaluatee will complete at least 3 duty days prior to the scheduled observation for all formal observations

<b>Observation #1:</b> <b>Goal Focus:</b>	<b>Learning/Activity Objective:</b>  <b>Student Success Criteria:</b> <i>What am I learning?</i> <i>Why am I learning this?</i> <i>How will I know that I have learned it?</i>	<b>Do you have any special requests/look fors?</b>
<b>Observation #2:</b> <b>Goal Focus:</b>	<b>Learning/Activity Objective:</b>  <b>Student Success Criteria:</b> <i>What am I learning?</i> <i>Why am I learning this?</i> <i>How will I know that I have learned it?</i>	<b>Do you have any special requests/look fors?</b>
<b>Observation #3 (if formal):</b> <b>Goal Focus:</b>	<b>Learning/Activity Objective:</b>  <b>Student Success Criteria:</b> <i>What am I learning?</i> <i>Why am I learning this?</i> <i>How will I know that I have learned it?</i>	<b>Do you have any special requests/look fors?</b>

### OBSERVATION

**Observation #1**

**Date:**

**Descriptive Evidence During Observation:**

**Observation #2**

**Date:**

**Descriptive Evidence During Observation:**

**Observation #3**

**Date:**

**Descriptive Evidence During Observation:**

**OBSERVATION EVALUATION OF SET GOALS**

U = Unsatisfactory, D = Developing, P = Proficient, E = Exemplary  
 (Indicate the date observed in the corresponding letter box)

Standards Based Evidence of Practice	U	D	P	E
<b>Domain 1: ENGAGE, ADVOCATE FOR AND SUPPORT ALL STUDENTS IN LEARNING</b>				
1. Ensure all students are engaged in a system of support designed for learning and academic success				
2. Advocate for educational opportunity, equity and access for all students				
3. Advocate for the learning and academic success of all students				
4. Identify student problems in their earliest stages and implement prevention and intervention strategies				
<b>Domain 2: PLAN, IMPLEMENT AND EVALUATE PROGRAMS TO PROMOTE ACADEMIC, CAREER, PERSONAL AND SOCIAL DEVELOPMENT OF ALL STUDENTS</b>				
1. Demonstrate organizational skills				
2. Develop outcome-based program				
3. Assess program outcomes and analyze data				
4. Demonstrate leadership in program development				
<b>Domain 3: UTILIZE MULTIPLE SOURCES OF INFORMATION TO MONITOR AND IMPROVE STUDENT BEHAVIOR AND ACHIEVEMENT</b>				
1. Assess student characteristics and utilize the information to plan for individual student growth and achievement				
2. Interpret and use student assessment data with students and parents/guardians in developing personal, academic, & career plans				
3. Monitor student personal, academic, and career progress				
<b>Domain 4: COLLABORATE AND COORDINATE WITH SITE, SCHOOL DISTRICT, AND COMMUNITY RESOURCES</b>				
1. Build and maintain student support teams for student achievement				
2. Provide consultation and education for teachers and parents				
3. Develop working relationships within the school that include site and school district staff members, parents, and community members				

4. Coordinate support from community agencies				
<b>Domain 5: PROMOTE AND MAINTAIN A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS</b>				
1. Promote positive, safe, and supportive learning environment				
2. Develop and implement programs that address the personal and social risk factors of students				
3. Develop and implement programs that reduce the incidence of school site violence				
4. Incorporate models of systemic school safety that address elements of prevention, intervention and treatment into the school system				
<b>Domain 6: DEVELOP AS A PROFESSIONAL SCHOOL COUNSELOR</b>				
1. Establish professional goals and pursue opportunities to improve				
2. Model effective practices utilizing the Association of School Counselor Association and continuous progress in school counseling				
3. Adhere to professional codes of ethics, legal mandates, and district policies				

**Evaluator Commendations and Recommendations:**

**Observation #1:**

**Observation #2:**

**Observation #3:**

**Evaluatee Reflections:**

**Observation #1:**

<b>Observation #2:</b>
<b>Observation #3:</b>

**POST-OBSERVATION CONFERENCE**

<b>Evaluator and Evaluatee Collaborative Notes:</b>	<b>Action Steps:</b>
<b>Observation #1:</b>	<b>Observation #1 Steps:</b>

Evaluator's Signature:	Position:	Date:
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Evaluatee's Signature:	Position:	Date:
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<b>Observation #2:</b>	<b>Observation #2 Steps:</b>
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Evaluator's Signature:	Position:	Date:
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Evaluatee's Signature:	Position:	Date:
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<b>Observation #3:</b>	<b>Observation #3 Steps:</b>
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Evaluator's Signature:	Position:	Date:
Evaluatee's Signature:	Position:	Date:
All written summaries and observations shall be delivered to the evaluatee within three (3) duty days following the observation so that the evaluatee has time for self-reflection within (2) duty days. The post-observation conference will be held within six (6) duty days following the evaluatee's observation. The evaluatee has the right to respond to the post-observation conference in writing, and the response shall be attached to the Evaluation and Reflection Form.		

## PART 3: FINAL EVALUATION SUMMARY AND CONFERENCE

<p><b>Evaluatee Reflection Completion Date</b> (3 duty days prior to meeting):</p> <p><b>Meeting Date:</b></p>
<p><b>Evaluatee:</b></p> <p><b>1. Reflect on your progress from this school year toward implementing your action plans and meeting your goals. Include your evidence below.</b></p> <p><b>Goal 1:</b></p> <p><b>Goal 2:</b></p> <p><b>Goal 3:</b></p> <p><b>2. Using specific examples, reflect on two highlights from this school year. What are you looking forward to next year? What are a couple of next steps?</b></p>
<p><b>Evaluator Narrative Summary (Commendations &amp; Recommendations):</b></p>

**Evaluator's Signature:**

**Date:**

**Evaluatee's Comments:** After the summary conference concludes, the evaluatee shall have a right to respond to the evaluation in writing. This response shall be attached to the evaluation prior to it being placed in the evaluatee's personnel file. The evaluatee has ten (10) duty days after the receipt of the evaluation to provide a written response.

I acknowledge being apprised of the above evaluation on a personal conference.

I have attached a statement:      Yes       No

**Evaluatee's Signature:**

**Date:**