



Coronado Unified School District

SCHOOL COUNSELOR EVALUATION AND REFLECTION FORM - FORMAL

Evaluatee Name:		School Year:	Educator Status: (Mark all that apply)	
Site/Assignment:	Course/Subject/Grade Level:	<input type="checkbox"/> Tenured (3-4 Years) <input type="checkbox"/> Transition in Assignment		
		<input type="checkbox"/> Tenured (5-9 Years)		
		<input type="checkbox"/> Tenured (10+ years)		

Evaluator Name & Position:

PART 1: EVALUATION PLAN

Coronado Unified School District Governing Board Goals

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

Domain:	Focus Statement:
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Goals

- **Tenured (Years 3-4 in profession)** develop two (2) goals – Written goals and conference due September 30th. Will be evaluated every year.
- **Tenured (Years 5-9 in profession)** develop two (2) goals – Written goals and conference due September 30th. Will be evaluated every two years.
- **Tenured (Years 10 or more in profession)** develop two (2) goals – Written goals and conference due September 30th. Will be evaluated every three years.

* 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) = Specific, Measurable, Attainable, Relevant and Time-Bound; not necessarily based upon student achievement data

Goal 1 Related to Site Focus	Goal 2 Personal Learning Goal (Team Project Option for 10+ years)
Domain:	Domain:
Sub-Area:	Sub-Area:
SMART Goal:	SMART Goal:
Baseline: <i>Where are you now?</i>	Baseline: <i>Where are you now?</i>
Action Plan: <i>What steps will you take to reach this goal?</i>	Action Plan: <i>What steps will you take to reach this goal?</i>

Evidence: <i>What evidence will you use to show growth?</i>		Evidence: <i>What evidence will you use to show growth?</i>	
Observation Cycle			
Tenured (Years 3-4): One Formal Observation due 2 nd Friday in December, Final Evaluation Summary and Conference due May 1 st .			
Tenured (Years 5+): One Formal Observation or a series of three Informal Observations due February 15 th , Final Evaluation Summary and Conference due May 1 st . If the evaluatee chooses Informal Observation, please use the Teacher Evaluation and Reflection Form - Informal.			
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 / FORMAL OBSERVATION / POST-OBSERVATION FORM

PRE-OBSERVATION

Evaluatee will complete at least 3 days prior to the scheduled observation

Goal Focus:

Learning/Activity Objective:

**Do you have any special requests/look
fors?**

Student Success Criteria:

What am I learning?

Why am I learning this?

How will I know that I have learned it?

OBSERVATION

Date:

Descriptive Evidence During Observation:

OBSERVATION EVALUATION OF SET GOALS

U = Unsatisfactory, D = Developing, P = Proficient, E = Exemplary

Standards Based Evidence of Practice					U	D	P	E
Domain 1: ENGAGE, ADVOCATE FOR AND SUPPORT ALL STUDENTS IN LEARNING								
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								
Domain 2: PLAN, IMPLEMENT AND EVALUATE PROGRAMS TO PROMOTE ACADEMIC, CAREER, PERSONAL AND SOCIAL DEVELOPMENT OF ALL STUDENTS								
1. Demonstrate organizational skills								
2. Develop outcome-based program								
3. Assess program outcomes and analyze data								
4. Demonstrate leadership in program development								
Domain 3: UTILIZE MULTIPLE SOURCES OF INFORMATION TO MONITOR AND IMPROVE STUDENT BEHAVIOR AND ACHIEVEMENT								
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								
Domain 4: COLLABORATE AND COORDINATE WITH SITE, SCHOOL DISTRICT, AND COMMUNITY RESOURCES								
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								
Domain 5: PROMOTE AND MAINTAIN A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS								
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				
Domain 6: DEVELOP AS A PROFESSIONAL SCHOOL COUNSELOR				
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:

Evaluatee Reflections:

POST-OBSERVATION CONFERENCE

Date: Evaluator and Evaluatee Collaborative Notes:	Action Steps:
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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.

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

PART 3: FINAL EVALUATION SUMMARY AND CONFERENCE

Evaluatee Reflection Completion Date (3 duty days prior to meeting):

Meeting Date:

Evaluatee:

1. Reflect on your progress from this school year toward implementing your action plans and meeting your goals. Include your evidence below.

Goal 1:

Goal 2:

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?

Evaluator Narrative Summary (Commendations & Recommendations):

Evaluator's Signature:

Date:

Evaluatee's Comments: The evaluatee shall have a right to respond in writing to the evaluation. This response shall be attached to the evaluation prior to it being placed in the evaluatee's personnel file if received within ten (10) duty days after the receipt of the evaluation.

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

I have attached a statement: Yes No

Evaluatee's Signature:

Date: