

Fayetteville School District
 Observation Checklist for Supervisory Evaluation Plan: Counselors

Staff Member: _____

Observation # _____

Competency Standard	Meets Performance Standard	Does Not Meet Performance Standard	Not Observed	Comments
Counseling and Guidance				
1. Assists students and/or parents individually with developmental, personal and educational concerns				
2. Provides effective counseling services in a group setting when appropriate.				
3. Conducts classroom guidance activities, which address the developmental needs of students				
4. Uses up-to-date methods and activities appropriate for the persons with whom he/she is working.				
5. Manages the learning environment efficiently and effectively.				
6. Exhibits good human relations and communication skills.				
7. Follows school and legal policies and guidelines relating to confidentiality.				
Consulation				
8. Consults with faculty and administration concerning student needs.				
9. Consults with parents about their children individually or in small groups.				
10. Consults with special services personnel in the identification and referral of students with special needs.				
11. Consults with community agencies and provides follow-up of students referred.				
12. Provides inservice to staff members and parents in areas of need.				
Coordination				
13. Communicates effectively with students, parents, and staff.				
14. Advocates for all students.				
15. Assist teachers with integration of guidance activities into the curriculum.				
16. Shares appropriate information about students with school personnel, parents, and community agencies.				
17. Makes appropriate referrals of students to school and community programs.				

Competency Standard	Meets Performance Standard	Does Not Meet Performance Standard	Not Observed	Comments
18. Assists with coordination and implementation of student services in the school.				
19. Assists with coordination of the school's testing programs.				
Professional Responsibility				
20. Pursues a planned course of professional growth activities.				
21. Serves as a positive role model in the school environment.				
22. Collaborates with colleagues, parents/guardians, and the community to support students' learning and well being.				
23. Participates in the development and execution of building and district procedures, goals, and policies.				
24. Keeps accurate records and submits reports promptly.				
25. Is consistently available and accessible to students, parents, and faculty.				

Evaluator

Date

Time / Period

Subject