

North Bergen Public Schools

Guidance Counselor Observation Form

Counselor: _____	Date: _____
School(s): _____	School Year: 2014-2015
Evaluator: _____	
Check one: Tenured: <input type="checkbox"/> Non-Tenured: <input type="checkbox"/>	If Non-Tenured: Year of Service 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Check One: Long <input type="checkbox"/> Short <input type="checkbox"/>	Check one: Announced: <input type="checkbox"/> Unannounced: <input type="checkbox"/>
<u>Performance Ratings</u>	
Highly Effective (HE) – Counselor demonstrates mastery of the component/domain, seamlessly managing all aspects of the component/domain as part of a larger whole helping to create an exceptional learning environment for individual students.	
Effective (E) – Counselor demonstrates command of the component/domain, effectively meeting expectations for the component/domain and creating an effective learning environment for students.	
Partially Effective (PE) – Counselor demonstrates a growing understanding of the component/domain but implements it inconsistently or ineffectually.	
Ineffective (I) – Counselor demonstrates little or no understanding of component/domain and its place within the framework for teaching.	
Not Applicable (N/A) - Not observed or applicable.	
*Any area designated Ineffective or Partially Effective requires comments and recommendations.	

Counselor
(Signature acknowledges receipt, not necessarily agreement)

Date

Administrator

Date

Administrator

Date

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Planning and Preparation:

	<u>EVIDENCE</u>	<u>RATING</u>
1a: Demonstrating knowledge of counseling theory and techniques		
1b: Demonstrating knowledge of child and adolescent development		
1c: Establishing goals for the counseling program appropriate to the setting and the students served		
1d: Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district		
1e: Planning the counseling program, integrated with the regular school program		
1f: Developing a plan to evaluate the counseling program		

Comments:

The Environment:

	<u>EVIDENCE</u>	<u>RATING</u>
2a: Creating an environment of respect and rapport		
2b: Establishing a culture for productive communication		
2c: Managing routines and procedures		
2d: Establishing standards of conduct and contributing to the culture for student behavior throughout the school		
2e: Organizing physical space		

Comments:

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Delivery of Service:

- 3a: Assessing student needs
- 3b: Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs
- 3c: Using counseling techniques in individual and classroom programs
- 3d: Brokering resources to meet needs
- 3e: Demonstrating flexibility and responsiveness

<u>EVIDENCE</u>	<u>RATING</u>

Comments:

Professional Responsibilities:

- 4a: Reflecting on practice
- 4b: Maintaining records and submitting them in a timely fashion
- 4c: Communicating with families
- 4d: Participating in a professional community
- 4e: Engaging in professional development
- 4f: Showing professionalism

<u>EVIDENCE</u>	<u>RATING</u>

Comments:

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OVERALL PERFORMANCE RATING:	<u>I</u>	<u>PE</u>	<u>E</u>	<u>HE</u>

Summarizing Statement:

Based on the Observed Lesson or Activity:

Area(s) of particular strength or where progress is noted:

Area(s) in need of development:

Evaluator's Comments/Recommendations:
