

EL RANCHO UNIFIED SCHOOL DISTRICT

9333 Loch Lomond Drive, Pico Rivera, California 90660, (562) 942-1500
FORM C.1 (revised 2013/hr) - Page 1 of 4 - Counselor / DISTRICT COPY

Counselor (First/Last):	School:	Conf. Date:

CONFIRMATION OF INITIAL CONFERENCE

The evaluation process was explained to me and a preliminary observation date was set for the following:

Evaluator Name:	Preliminary Observation Date:

Counselor Signature:	Date:	Site Administrator Signature:	Date:

Observation Dates:	Admin/Teacher Conf. Dates:	Support Services Offered:

Preliminary Commendations/Recommendations:	Final Commendations/Recommendations:

PRELIMINARY EVALUATION

Counselor Signature:	Date:	Site Administrator Signature:	Date:

- 1) I understand that I am required by law to sign this form. My signature does not necessarily mean that I agree with this evaluation. It only confirms that a conference was held to discuss this evaluation.
- 2) I recognize that I have the right to submit a written response to this evaluation within 15 calendar days of this conference.

FINAL EVALUATION			2. Practice developing – meets minimum standards.
	Referral to Peer Assistance and Review Program		3. Practice consistent with professional standards.
	1. Practice not consistent with minimum standards		4. Practice distinguished – exceeds standards.
Counselor Signature:	Date:	Site Administrator Signature:	Date:

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Counselor (First/Last):	School:	Conf. Date:

COUNSELOR EVALUATION

Current Status:	Temp.	Intern	Prob. 1	Prob. 2	BTSA 1	BTSA 2	Perm.	PAR
Check applicable box								

Instructions for Rating Elements of Practice on the California Standards for the Teaching Profession:
 *1. Practice not consistent with minimum standards: Unsatisfactory – does not meet the professional standards of competence.
 2. Practice developing – meets minimum standards: Meets the professional standards of competence.
 3. Practice consistent with professional standards: Meets and occasionally exceeds professional standards of competence.
 4. Practice distinguished – exceeds standards: Consistently exceeds the professional standards of competence.
 *Ratings of 1 in any element require comments to support; comments in each standard are encouraged. N/A-Not observed/applicable

Counselor Evaluation	Preliminary Date:		Final Date:	
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Elements of Practice	Prelim	Final
	Rating	Rating
1. ORGANIZATION PLANNING AND IMPLEMENTATION		
1.1 Adheres to procedures		
1.2 Is prompt in meeting deadlines		
1.3 Is an effective decision maker		
1.4 Recognizes situations needing improvement and takes appropriate action		
1.5 Effectively uses time management skills		
1.6 Develops an effective method of establishing goals and objectives		
1.7 Assists with the administration of all required assessments		
1. PRELIMINARY COMMENTS	1. FINAL COMMENTS	
2. ACADEMIC DEVELOPMENT		
	Rating	Rating
2.1 Identifies needs and appropriately places students in the instructional program		
2.2 Provides for continuous evaluation of students' academic progress		
2.3 Encourages and assists students in achieving their maximum academic development		
2.4 Effectively communicates promotion/graduation requirements of institutes of higher learning to students and parents		
2. PRELIMINARY COMMENTS	2. FINAL COMMENTS	

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Counselor Evaluation	Preliminary Date:		Final Date:	
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Elements of Practice	Prelim	Final
	Rating	Rating
3. CAREER DEVELOPMENT		
3.1 Encourages and assists students in locating, evaluating, and interpreting career information		
3.2 Helps students to acquire employability skills		
3.3 Aids students in identifying personal skills, interest and abilities that may relate to current career choices		
3.4 Assists students in identifying the correlation between educational achievement and career success		
3. PRELIMINARY COMMENTS	3. FINAL COMMENTS	
4. PERSONAL/SOCIAL DEVELOPMENT		
4.1 Provides help and resources for students at risk		
4.2 Appropriately identifies and refers students with special needs		
4.3 Assists students in social development and acquiring interpersonal skills		
4.4 Effectively monitors students' social development		
4.5 Effectively assists students in making appropriate decisions, setting goals, and taking action to achieve those goals		
4.6 Assists students in developing personal responsibility		
4.7 Demonstrates mature control in handling emergencies		
4. PRELIMINARY COMMENTS	4. FINAL COMMENTS	

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Counselor Evaluation	Preliminary Date:		Final Date:	
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Elements of Practice	Prelim	Final
	Rating	Rating
5. COMMUNICATION/STAFF AND STUDENT RELATIONSHIPS		
5.1 Expresses self clearly in both written and oral communication		
5.2 Works cooperatively with staff and students		
5.3 Enlists support of parents and community to maximize individual student success		
5.4 Skillfully interprets assessment results for students and parents		
5.5 Demonstrates acceptance and respect of parents and students		
5.6 Understands pupil behavior before making evaluative judgments		
5. PRELIMINARY COMMENTS	5. FINAL COMMENTS	
6. DEVELOPMENT AS A PROFESSIONAL EDUCATOR		
	Rating	Rating
6.1 Engages in a planned program of professional growth		
6.2 Utilizes opportunities to improve performance		
6.3 Keeps current with research and practices in counseling field		
6.4 Implements new developments in guidance counseling		
6.5 Demonstrates acceptable manners and ethical standards		
6. PRELIMINARY COMMENTS	6. FINAL COMMENTS	