

Northwest Arctic Borough School District  
**Standard Evaluation Summary**  
*(Counselor)*

Educator Name: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Subject(s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Administrator Name: \_\_\_\_\_

*Formal Observation Date(s)*

*Informal Observations Date(s)* (10 min/observation)

Self-Reflection Observation: \_\_\_\_\_

Date Observed: \_\_\_\_\_

Pre-Observation: \_\_\_\_\_

Date Observed: \_\_\_\_\_

Observation (30 minutes): \_\_\_\_\_

Date Observed: \_\_\_\_\_

Post-Observation: \_\_\_\_\_

Status Key: U – Unsatisfactory    B – Basic    P – Proficient    E – Exemplary

<b>Domain 1: Planning and Preparation</b>				
<b>Component 1b: <i>Demonstrating Knowledge of Child and Adolescent Development</i></b>				
<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Demonstrates knowledge of typical child and adolescent behavior</li> <li>• Demonstrates knowledge of exceptions to the general patterns of child and adolescent development</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>Component 1c: <i>Establishing goals for the counseling program appropriate to the setting and the students served.</i></b>				
<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Alignment of goals to student population</li> <li>• Awareness of student and family cultural differences</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>Component 1e: <i>Planning the Counseling Program, Integrated with the Regular School Program</i></b>				
<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Ensures that the comprehensive school counseling program includes activities that address academic, career, personal and social needs of students</li> <li>• Implements a school counseling program that supports current school and district mission, vision, values, and goals</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
Evidence for Component Elements:				
Comments:				

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**Domain 2: The Environment**

*Component 2a: Creating an Environment of Respect and Rapport*

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
• Counselor interaction with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appropriateness of physical environments of counseling area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Component 2b: Establishing a Culture for Productive Communication*

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
• Engages in positive working relationships to facilitate the effective implementation of the school guidance program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Promotes productive and respectful communication between and among students and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Supports curricular and environmental conditions appropriate to the school and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Component 2c: Managing Routines and Procedures*

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
• Maintains effective routines for the counselor center or classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains and secures records necessary for rendering professional services to the student as required by law, regulation, institutional procedures, and confidentiality guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence for Component Elements:

Comments:

**Domain 3: Delivery of Service**

*Component 3a: Assessing Student Needs*

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
• Ability to guide students in assessing their individual strengths and weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to analyze student data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Component 3b: Assisting Students and Teachers in the Formulation of academic, personal/social, and career plans, based on knowledge of student needs*

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
• Ability to guide students and teacher in collaborative postsecondary goal setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to assist students in transitions to and from school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Component 3c: *Using Counseling Techniques in Individual and Classroom Programs***

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Uses a range of counseling techniques to help students acquire skills in decision making and problem solving for both interactions with other student and future planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates knowledge of the continuum of mental health services, including prevention and intervention strategies to enhance student success</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Component 3d: *Brokering Resources to Meet Needs***

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Demonstrates awareness of and utilizes relations professionals, organizations, and other resources to whom the student may be referred</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Brokers services internal and external to the school to ensure every student receives the benefits of a comprehensive school counseling program</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Implements a school counseling program which includes academic, career/college and personal/social competencies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence for Component Elements:

Comments:

**Domain 4: Professional Responsibilities**

**Component 4a: *Reflecting on Practice***

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Uses personal reflections, consultation and supervision to promote professional growth and development</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Uses personal reflection, consultation and supervision to improve implementation of the comprehensive school counseling program</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ensures equitable academic, career, post-secondary access and personal/social opportunities for all students</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Component 4b: *Maintaining records and submitting them in a timely fashion***

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Timely updates of student records</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Appropriate sharing of student records</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Component 4c: *Communicating with Families***

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
<ul style="list-style-type: none"> <li>• Collaborates with parents/guardians, teachers, and administrators to promote and support student success</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Works to establish, as appropriate, collaborative relationships with parents/guardians to best serve students</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Informs parents/guardians of the nature of counseling services provided in the school setting</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Component 4d: Participating in a Professional Community**

<u>Elements</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>EXPL</u>
• Makes a substantial contribution to school and district events and projects and assumes leadership with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Establishes and maintains professional relationships with faculty, staff, and administration to facilitate and optimal counseling program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in a professional learning community to facilitate the implementation of a comprehensive school counseling program for optimal services to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence for Component Elements:

Comments:

**STATEMENT:** *A formal conference was held on \_\_\_\_\_ with my evaluator. I understand that I have five (5) workdays to study and prepare a response, which will be attached to this evaluation prior to being sent to Human Resources. My response will become a part of this evaluation. I also understand that my signature below does not necessarily mean that I agree with the evaluation.*

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_