

# Woodridge Local School District

## APPRAISAL INSTRUMENT GUIDANCE EVALUATION - APPENDIX A-5

\_\_\_\_\_  
Guidance Counselor

\_\_\_\_\_  
Building

\_\_\_\_\_  
Date

The performance standards are to be assessed by indicating "YES" or "NO" to each of the standards. Comment sections provided at the end can be used to indicate strengths or recommendations

The Guidance Counselor:

		YES	NO
1.	Assumes responsibility for developing, planning and implementing a school counseling program appropriate to the needs of the students within that school.		
2.	Teaches guidance lessons effectively.		
3.	Encourages staff involvement to ensure the effective implementation of the guidance curriculum.		
4.	Helps students establish goals and develop and use planning skills in collaboration with parents and teachers.		
5.	Demonstrates accurate and appropriate interpretation of testing data and the presentation of relevant, unbiased information.		
6.	Counsels individual students and groups of students with identified needs/concerns.		
7.	Consults effectively with parents, teachers, administrators and other relevant individuals.		
8.	Implements an effective referral process with administrators, teachers and other personnel. i.e. CSB, therapeutic counseling, clothing/shoe vouchers.		
9.	Knows his/her major responsibility is to the students.		
10.	Implements intervention activities appropriate to his/her school.		
11.	Knows how to collect and process data.		
12.	Promotes academic success for every student.		
13.	Collaborates with teachers, parents and the community to promote the academic success of students.		
14.	Promotes equality and access for every student.		
15.	Works to close the achievement gaps.		
16.	Works cooperatively with colleagues.		

Administrator Comments:

Counselor Comments:

Administrator's signature: \_\_\_\_\_ Date \_\_\_\_\_

Counselor's signature: \_\_\_\_\_ Date \_\_\_\_\_

The Guidance Counselor's signature does not necessarily indicate agreement. It indicates only that s/he has read and received a copy of this report.

**Revised: New WEA Contract 8/1/07 - 7/31/10**

10/06

11/20/07