

**Raymond School District  
Summative Evaluation Form - Counselors**

<b>Name:</b>		<b>School:</b>	
<b>Subject:</b>		<b>Date:</b>	
<b>Supervisor:</b>		<b>School Year:</b>	

Domain 1: Planning and Preparation	U (1)	B (2)	P (3)	D (4)
1a. Demonstrating knowledge of counseling theory and techniques				
1b. Demonstrating knowledge of child and adolescent development				
<b>1c. Establishing goals for the counseling program appropriate to the setting and the students served.*</b>				
1d. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district				
<b>1e. Planning the counseling program, integrated with the regular school program.*</b>				
1f. Developing a plan to evaluate the counseling program				

**Comments:**

Domain 2: The Environment	U (1)	B (2)	P (3)	D (4)
<b>2a. Creating an environment of respect and rapport.*</b>				
<b>2b. Establishing a culture for productive communication.*</b>				
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:**

Domain 3: Delivery of Service	U (1)	B (2)	P (3)	D (4)
3a: Assessing student needs				
<b>3b. Assisting students and educators in the formulation of academic, personal/social, and career plans, based on knowledge of student needs*</b>				
3c. Using counseling techniques in individual and classroom programs.				
3d. Brokering resources to meet needs.				
<b>3e. Demonstrating flexibility and responsiveness*</b>				

**Comments:**

Domain 4: Professional Responsibilities	U (1)	B (2)	P (3)	D (4)
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4a. Reflecting on practice				
4b. Maintaining records and submitting them in a timely fashion				
<b>4c. Communicating with families.*</b>				
4d. Participating in a professional community				
4e. Engaging in professional development				
<b>4f. Showing professionalism.*</b>				

**Comments:**

**Component Scores**

- One or more component rating of 1 in any area
- No 1's, one or more of the focus(\*) components is a 2.
- No 1's; all focus components(\*) are 3 or better
- All focus components(\*) are 3's or better, two or more 4's in any component

**Rating**

- 1**
- 2**
- 3**
- 4**

**Score**

**Domain 1 & 4 Combined**

**Domain 2 & 3 Combined**

\_\_\_\_\_  
\_\_\_\_\_

**Effectiveness Rating:**      Highly Effective                  Effective                  Needs Improvement                  Ineffective

**Track recommendation for next evaluation cycle:**    Track I                  Track II

\_\_\_\_\_  
Educator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

The signature of the educator does not signify agreement or disagreement with the content of the observation or evaluation write-up, but only that he/she has seen it and it has been reviewed with the administrator.