

UNION-ENDICOTT CENTRAL SCHOOL DISTRICT

Yearly Summary Performance Evaluation

New York State Criteria for Evaluation of School Counselors

CONTENT KNOWLEDGE

The school counselor shall demonstrate a basic knowledge of the subject matter area and curriculum.

PROFICIENT

- Has clear understanding of the New York State standards, assessments and regulations and monitors them closely.
- Attends workshops to maintain knowledge of New York State standards.
- Demonstrates knowledge of school counseling practices and uses them effectively.
- Is knowledgeable about post-secondary options and occupational trends so as to assist students and parents.
- Demonstrates clear foundation of knowledge regarding school's curriculum.

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PREPARATION

The school counselor shall demonstrate appropriate preparation in order to effectively support students, staff and parents.

PROFICIENT

- Schedules parent/teacher conferences with regard to effective use of time and availability of teachers and parents.
- Completes guidance tasks, such as reports, grades, surveys, budgets, college applications, etc. in a timely manner.
- Actively participates in Instructional Support Team/Child Study Team meetings.
- Places new entrants by obtaining and evaluating all records from parents and previous district.
- Evaluates academic records to determine and ensure all students have necessary credits for graduation.
- Is adequately prepared for large group presentations and classroom discussion.

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CLASSROOM MANAGEMENT

The school counselor shall support and be knowledgeable of classroom management techniques, which embrace diverse student learning needs, which in turn, create an environment conducive to student learning.

PROFICIENT

- Uses conflict resolution and problem solving techniques to help students, parents and teachers.
- Arranges and facilitates parent-teacher conferences.
- Works collaboratively with administration, teachers and parents to address student concerns.
- Meets with students to discuss expected behaviors in classroom and school settings.
- Assists students with transition into new school setting.
- Develops plan of action to help students improve academic progress.
- Creates a mutually respectful environment.
- Exercises self-control and remains calm in emergency situations.
- Uses discretion when discussing student matters with parents and colleagues.

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STUDENT DEVELOPMENT

The school counselor shall demonstrate knowledge of student development and understanding and appreciation of diversity and regular application of developmentally appropriate practices as they pertain to working with youth.

PROFICIENT

- Is available and willing to actively engage with students.
- Is available and willing to actively participate in communicating with parents.
- Continuously pursues additional expertise in crisis intervention and response.
- Serves on district-wide committee (s) to create district-wide student assistance plans.
- Continuously pursues additional expertise on effective practice with diverse populations.
- Is involved in student activities outside of school hours.
- Recognizes and reacts to students' needs.
- Demonstrates open and honest interactions with students.
- Is accessible and approachable.
- Role models positive relationship with others.

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COLLABORATION

The school counselor shall demonstrate that he or she develops effective collaborative relationships with students, parents and staff in order to meet the social, emotional and educational needs of students

PROFICIENT

- Contributes to growth of school program.
- Provides professional role model.
- Demonstrates support of school programs and policies through committee work.
- Communicates effectively with students, parents, staff and administrators.
- Is willing to participate in school events.
- Is willing to make presentations to school board, committees, at conferences.
- Uses behaviors that encourage collaboration and openness to varied points of view.
- Shares information, materials and expertise with colleagues willingly.
- Works toward solving conflict at lowest possible level.
- Models formal and informal communication and mediation in a building or department.
- Shares concerns with supervisor.
- Works through proper channels.
- Is considered a trusted and respected resource in a building and sought out by others.
- Arrives on time to all meetings, conferences, duties and appointments.
- Leads or directs a group in using conflict resolution techniques.

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STUDENT ASSESSMENT

The school counselor shall demonstrate knowledge of student assessments as they pertain to specific grade levels and exiting criteria and be able to interpret data in order to assist parents, students and staff in addressing specific needs.

PROFICIENT

- Is proficient in administration of state assessments, standardized testing, College Board testing (SATs, ACTs, PSATs, ASVSBs, APs).
- Has ability to interpret test score results and explain them to students and families.
- Administers and communicates the results of tests in a timely manner.
- Assists in the organization and maintenance of student files.
- Interprets student information for students, parents, teachers, administrators and other professionals concerned with the student.
- Coordinates data used to identify students with special abilities and/or special needs.

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REFLECTIVE AND RESPONSIVE PRACTICE

The school counselor shall demonstrate that practice is reviewed, effectively assessed and appropriate adjustments are made on a continuing basis.

PROFICIENT

- Participates in national, state and local organizations and meetings that focus on improvement of guidance counseling.
- Has realistic appraisal of his/her own weaknesses and strengths.
- Reflects on the needs of the students, both individually and collaboratively.
- Works together with colleagues, parents, and outside professionals to continuously search for ways to improve skills and to increase effectiveness.
- Engages colleagues in thoughtful and productive dialogue.
- Continuously self-evaluates performance in all other criteria.
- Seeks out and examines processes from outside of the district in order to optimize procedural effectiveness within the district.
- Willingly accepts and attempts change.
- Solicits student opinion regarding guidance practices and effectiveness.
- Demonstrates self-confidence.
- Demonstrates active listening skills and takes seriously the concerns of others.

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INSTRUCTIONAL DELIVERY

The school counselor shall demonstrate that the delivery of counseling results in active student involvement, appropriate teacher/student interaction results in positive student outcomes.

The school counselor shall demonstrate that practice is reviewed, effectively assessed and appropriate adjustments are made on a continuing basis.

PROFICIENT

- Creates new information session formats to assist students and families and help increase their knowledge.
- Conducts information sessions for students and parents concerning such topics as HS graduation requirements, scheduling, career planning, college information and career exploration.
- Works directly with parents to help them address their students' academic, emotional and behavioral concerns.
- Creates new programs for supporting students with academic, emotional and behavioral concerns.
- Works directly with teachers to help them address students' academic, emotional and behavioral concerns.
- Provides supportive counseling by implementing group counseling for students with similar issues.
- Creates classroom presentations to share information with students.
- Provides supportive counseling to students.
- Publishes informational documents for students and parents such as department newsletters, booklets for evening presentations, scheduling packets, etc.
- Makes appropriate referrals to outside sources.
- Furnishes information to students regarding his/her educational plans, interests and/or personal problems.