

## South Dakota School Counselor Annual Professional Evaluation Report

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

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

Position: \_\_\_\_\_

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

Please refer to the School Counselors Level of Performance Rubric for the following:

**U= Unsatisfactory      B = Basic      P = Proficient      D = Distinguished**

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

**Domain 1 – Comments: (evidence of strengths and areas of improvement)**

<b>Domain 2: The Environment</b>	<b>U</b>	<b>B</b>	<b>P</b>	<b>D</b>
2a: Creating an environment of respect and rapport				
2b: Establishing a culture for productive communication				
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				

**Domain 2 – Comments: (evidence of strengths and areas of improvement)**

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

**Domain 3 – Comments: (evidence of strengths and areas of improvement)**

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

**Domain 4 – Comments: (evidence of strengths and areas of improvement)**

**Evaluation Summary**

**Evaluator:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**School Counselor:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year Evaluation Completed:** \_\_\_\_\_

**Comprehensive Comments:**

**Strengths:**

**Areas of professional growth:**

**Professional goals:**

This evaluation has been discussed with me.     Yes     No

Evaluator Signature	Date:
School Counselor Signature	Date: