**Directions:** Highlight a rating for each component and then match evidence from your observation notes to explain the rating for each component.

**Employee Name:** Click here to enter text. **School:** Click here to enter text.

**Evaluator:** Click here to enter text. **Date:** Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **Component:** | **Rating:** | **Evidence:** |
| *1A -* Demonstrating knowledge of counseling theory and techniques  | I | D | A | E |  |
| *1B -*  Demonstrating knowledge of child and adolescent development  | I | D | A | E |  |
| *1C* - Establishing goals for the counseling program appropriate to the setting and the students served  | I | D | A | E |  |
| *1D -* Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district  | I | D | A | E |  |
| *1E -* Plan in the counseling program integrated with the regular school program  | I | D | A | E |  |
| *1F -* Developing a plan to evaluate the counseling program | I | D | A | E |  |
| *2A -*  Creating an environment of respect and rapport  | I | D | A | E |  |
| *2B -*  Establishing a culture for productive communication  | I | D | A | E |  |
| *2C -*  Managing routines and procedures  | I | D | A | E |  |
| *2D -*  Establishing standards of conduct and contributing to the culture for student behavior throughout the school  | I | D | A | E |  |
| *2E -*  Organizing physical space | I | D | A | E |  |
| *3A -* Assessing student needs | I | D | A | E |  |
| *3B -* Assisting students and teachers in the formulation of academic personal social and career plans based on knowledge of student needs  | I | D | A | E |  |
| *3C -* Using counseling text makes an individual and classroom programs  | I | D | A | E |  |
| *3D -* Brokering resources to meet needs  | I | D | A | E |  |
| *3E -* Demonstrating flexibility and responsiveness  | I | D | A | E |  |
| *4A -* Reflecting on practice | I | D | A | E |  |
| *4B -*  Maintaining records and submitting them in a timely fashion  | I | D | A | E |  |
| *4C -* Communicating with families  | I | D | A | E |  |
| *4D -*  Participating in a professional community  | I | D | A | E |  |
| *4E -* Engaging in professional development  | I | D | A | E |  |
| *4F* - Showing professionalism | I | D | A | E |  |

