

**BUENA VISTA UNIVERSITY  
GRADUATE PROGRAM  
PROFESSIONAL SCHOOL COUNSELING FIELD PRACTICUM**

**PROFESSIONAL SCHOOL COUNSELOR  
SCHOOL COUNSELING PRACTICUM PERFORMANCE EVALUATION FORM**

EVALUATION PERIOD: 1/2/14 - 4/7/14

NAME OF COUNSELOR: Jessica Radmaker

SCHOOL: Colo-Nesco CSD

EVALUATOR: Brandon Kelley TITLE: 7-12 Principal

**COUNSELOR EVALUATION FORM  
AND JOB DESCRIPTION**

The school counselor evaluation form will be used by the graduate student as a self-audit guide to the field practicum experience. It will also be used by supervisors to evaluate the student-counselor's performance in the field practicum.

**DIRECTIONS FOR FORM COMPLETION:**

I. **THE RATING SCALE:** Please write the appropriate number in the space provided beside each item. Mark the space N/O if you had no opportunity to observe and/or to evaluate. The rating scale is:

- |     |  |
|-----|--|
| 5   | - -Performance is clearly outstanding  |
| 4   | - -Performance consistently exceeds standards  |
| 3   | - -Performance consistently meets standards  |
| 2   | - -Performance is below expectations; consultation is required;<br>and improvement is needed in specific areas |
| 1   | - -Performance is unsatisfactory or lacking, and little or no<br>improvement has resulted from consultation    |
| N/O | - -No opportunity to observe and/or evaluate   |

II. **COMPLETING THE EVALUATION FORM:** Numerical ratings are to be assigned to each indicator. The indicator ratings are averaged to arrive at the role average of the counselor's performance. An N/O rating is not calculated in the role average.

It is not necessary for the evaluator to comment on each indicator; however, comments are encouraged for some areas where exceptional strength is indicated (i.e., a 4 or 5 rating is earned) or for areas which require improvement (i.e., a 1 or 2 rating is earned).

**PROFESSIONAL SCHOOL COUNSELOR  
PERFORMANCE EVALUATION REPORT**

**ROLE 1: PROGRAM MANAGEMENT**

**A. PLANS, IMPLEMENTS, AND EVALUATES A  
COMPREHENSIVE PROGRAM OF PROFESSIONAL  
SCHOOL COUNSELING, INCLUDING COUNSELING SERVICES.**

- |  |     |   |   |   |   |   |
|--|-----|---|---|---|---|---|
| 1. Uses a planning process to define needs, priorities and program objectives. <i>Surveys</i>                            | N/O | 1 | 2 | 3 | 4 | 5 |
| 2. Implements a comprehensive and balanced program.  | N/O | 1 | 2 | 3 | 4 | 5 |
| 3. Evaluates the effectiveness of individual activities and the overall program in meeting desired student outcomes.     | N/O | 1 | 2 | 3 | 4 | 5 |
| 4. Educates the school staff, parents and the community about the guidance program through a public information program. | N/O | 1 | 2 | 3 | 4 | 5 |

ADD SCORES 15  
ROLE AVERAGE 3.75

**ROLE 2: GUIDANCE**

**A. TEACHES THE SCHOOL DEVELOPMENTAL SCHOOL COUNSELING  
CORE CURRICULUM.**

- |  |     |   |   |   |   |   |
|--|-----|---|---|---|---|---|
| 1. Outlines, in writing, a school counseling core curriculum consistent with the district's guidance program plan and tailored to the specific building level needs. | N/O | 1 | 2 | 3 | 4 | 5 |
| 2. Teaches core curriculum units effectively units effectively.  | N/O | 1 | 2 | 3 | 4 | 5 |

ADD SCORES 7

**B. ASSISTS TEACHERS IN THE TEACHING OF SCHOOL COUNSELING  
RELATED CURRICULUM.**

- |   |     |   |   |   |   |   |
|---|-----|---|---|---|---|---|
| 1. Consults with administrators and teachers regarding the teacher's areas of responsibility in teaching the developmental school counseling core curriculum. | N/O | 1 | 2 | 3 | 4 | 5 |
|---|-----|---|---|---|---|---|

2. Supports teachers in teaching of a school counseling core curriculum which are developmentally based. N/O 1 2 3 4 5  
 ADD SCORES 8

C. GUIDES INDIVIDUALS AND GROUPS OF STUDENTS THROUGH THE DEVELOPMENT OF EDUCATIONAL PLANS AND CAREER AWARENESS.

1. Involves students in personalized educational and career awareness. N/O 1 2 3 4 5

2. Presents relevant information accurately and without bias. N/O 1 2 3 4 5

ADD SCORES 10  
 ROLE AVERAGE 4.16

**ROLE 3: COUNSELING**

A. COUNSELS INDIVIDUAL STUDENTS WITH PRESENTING NEEDS/CONCERNS.

1. Provides counseling systematically. N/O 1 2 3 4 5

2. Responds to students individually. N/O 1 2 3 4 5

ADD SCORES 8

B. COUNSELS SMALL GROUPS OF STUDENTS WITH PRESENTING NEEDS/CONCERNS.

1. Provides counseling in groups as appropriate. N/O 1 2 3 4 5

2. Provides group counseling systematically. N/O 1 2 3 4 5

ADD SCORES 6

C. USES ACCEPTED THEORIES AND TECHNIQUES APPROPRIATE TO SCHOOL COUNSELING.

1. Uses accepted theories. N/O 1 2 3 4 5

2. Uses effective techniques. N/O 1 2 3 4 5

ADD SCORES 8

ROLE AVERAGE 3.7

**ROLE 4: CONSULTATION**

**A. CONSULTS WITH PARENTS, TEACHERS, ADMINISTRATORS AND OTHER RELEVANT INDIVIDUALS TO ENHANCE THEIR WORK WITH STUDENTS.**

1. Provides professional expertise collaboratively.	N/O	1	2	3	4	5
2. Interprets information and ideas effectively.	N/O	1	2	3	4	5
3. Advocates for students.	N/O	1	2	3	4	5
ADD SCORES						12
ROLE AVERAGE						4

**ROLE 5: COORDINATION**

**A. COORDINATES WITH SCHOOL AND COMMUNITY PERSONNEL TO BRING TOGETHER RESOURCES FOR STUDENTS.**

1. Maintains a communication system that effectively collects and disseminates information about students to other professionals as appropriate.	N/O	1	2	3	4	5
2. Develops and maintains positive working relationships with other school professionals.	N/O	1	2	3	4	5
3. Develops and maintains positive working relationships with representatives of community resources.	N/O	1	2	3	4	5
ADD SCORES						15

**B. USES AN EFFECTIVE REFERRAL PROCESS FOR ASSISTING STUDENTS AND OTHERS TO USE SPECIAL PROGRAMS AND SERVICES.**

1. Accurately assesses students' and their families' needs for referral.	N/O	1	2	3	4	5
2. Participates actively in the process for referral of students to school/district special programs and/or services.	N/O	1	2	3	4	5
3. Uses an effective referral process for assisting students and others to use AEA and community agencies and services.	N/O	1	2	3	4	5
ADD SCORES						12
ROLE AVERAGE						4.5

**ROLE 6: ASSESSMENT**

**A. PARTICIPATES IN THE PLANNING AND EVALUATION OF THE SCHOOL GROUP STANDARDIZED TESTING PROGRAM.**

- |   |                     |   |   |   |   |   |
|---|---------------------|---|---|---|---|---|
| 1. Is knowledgeable in the principles of testing and measurement which underlie standardized testing program development. | N/O                 | 1 | 2 | 3 | 4 | 5 |
| 2. Collaborates in the planning and evaluation of the group standardized testing program.                                 | N/O                 | 1 | 2 | 3 | 4 | 5 |
|   | ADD SCORES <u>8</u> |   |   |   |   |   |

**B. INTERPRETS TEST AND OTHER APPRAISAL RESULTS APPROPRIATELY.**

- |  |                          |   |   |   |   |   |
|--|--------------------------|---|---|---|---|---|
| 1. Correctly applies principles of test and measurement to tests and other appraisal results interpretation.           | N/O                      | 1 | 2 | 3 | 4 | 5 |
| 2. Interprets test and other appraisal results to school personnel.  | N/O                      | 1 | 2 | 3 | 4 | 5 |
| 3. Interprets test and other appraisal results to students and their parents.  | N/O                      | 1 | 2 | 3 | 4 | 5 |
| 4. Uses other sources of student data as assessment tools for the purpose of educational planning.                     | N/O                      | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains the confidentiality of student assessment.  | N/O                      | 1 | 2 | 3 | 4 | 5 |
| 6. Ensures that the uses of student records are for the benefit of students and personnel working with those students. | N/O                      | 1 | 2 | 3 | 4 | 5 |
|  | ADD SCORES <u>26</u>     |   |   |   |   |   |
|  | ROLE AVERAGE <u>4.25</u> |   |   |   |   |   |

**ROLE 7: PROFESSIONALISM**

**A. ADHERES TO ETHICAL AND LEGAL STANDARDS**

- |  |                      |   |   |   |   |   |
|--|----------------------|---|---|---|---|---|
| 1. Observes ethical standards of the Iowa and the American School Counselor Association. | N/O                  | 1 | 2 | 3 | 4 | 5 |
| 2. Observes relevant legal standards.  | N/O                  | 1 | 2 | 3 | 4 | 5 |
|  | ADD SCORES <u>10</u> |   |   |   |   |   |

B. ADHERES TO PROFESSIONAL DISTRICT STANDARDS

1. Pursues continuous professional growth and development.	N/O	1	2	3	4	5
2. Keeps abreast of current and innovative procedures and practices in the fields of school counseling and in education.	N/O	1	2	3	4	5
3. Selects counselor interventions appropriate to students' issues and circumstances.	N/O	1	2	3	4	5
4. Creates an atmosphere in which confidence, understanding and respect result in a helping relationship.	N/O	1	2	3	4	5
5. Maintains positive working relationships with other counselors.	N/O	1	2	3	4	5
6. Maintains professional records.	N/O	1	2	3	4	5
7. Respects the integrity of the student.	N/O	1	2	3	4	5

ADD SCORES 35

ROLE AVERAGE 5

**WORKSHEET FOR FIGURING FINAL EVALUATION RATING**

<u>ROLE</u>	<u>AVERAGE SCORE</u>
PROGRAM MANAGEMENT	<u>3.75</u>
GUIDANCE	<u>4.16</u>
COUNSELING	<u>3.7</u>
CONSULTATION	<u>4</u>
COORDINATION	<u>4.5</u>
ASSESSMENT	<u>4.25</u>
PROFESSIONALISM	<u>5</u>
ADD SEVEN ROLE SCORES	<u>29.36</u>
DIVIDE BY SEVEN TO OBTAIN OVERALL RATING	<u>4.2</u>

SUMMARY EVALUATION

For this evaluation period, the overall appraisal of this counselor's performance is given below. It reflects an average of the ratings by role with an indicator.

<u>                    </u>	4.5-5.0	Performance is clearly outstanding.
<u>  X                    </u>	3.5-4.49	Performance consistently exceeds standards.
<u>                    </u>	2.5-3.49	Performance consistently meets standards.
<u>                    </u>	1.5-2.49	Performance is below expectations; consultation is required; and improvement is needed in specific areas.
<u>                    </u>	1.0-1.49	Performance is unsatisfactory or lacking, and little or no improvement has resulted from consultation.

<u>Brandon Kelley</u>	<u>7-12 Principal</u>	<u>4/7/14</u>
ON-SITE EVALUATOR'S SIGNATURE	TITLE	DATE

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the evaluator and the original is to be given to the Director of Personnel/Human Resources to be placed in my personnel file.

<u>[Signature]</u>	<u>4/7/14</u>
COUNSELOR'S SIGNATURE	DATE