Final Evaluation Report: Counselor

MONTGOMERY COUNTY PUBLIC SCHOOLS Maryland

CLEAR FORM

Department of Professional Growth Systems
Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

DIRECTIONS: Evaluators complete a narrative description based on the following performance standards for school counselors. The narrative includes information gathered from a variety of sources, including: counselor observations; evidence of contributions to overall school mission and climate; review of data collection and analysis from the Comprehensive Guidance and Counseling Program implementation report; review of student, staff and parent surveys; review of professional growth plans and implementation results; and any other documents collected by the evaluator and/or counselor during the full length of the cycle. Additional documents might include needs assessment data; sample classroom guidance lessons; counselor materials generated to support school-wide positive behavior or character education initiatives; plans from responsive counseling groups; counselor schedules, logs, or calendars; guidance department communications; notes from students, parents/guardians, or teachers; counselor newsletters; documentation of teacher and/or parent/guardian consultation; and any other materials which demonstrate that standards have been met. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Counselor_____

Employee Number_____ Current Evaluation Cycle_____

Principal _____

School -- Choose One -- *Check if Appropriate* ☐ Resource Counselor ☐ Department Chair

Type:
- ☐ First-year Probationary
  - ☐ with CT ☐ without CT
- ☐ Second-year Probationary
- ☐ Third-year Probationary
- ☐ Special Evaluation
- ☐ First-Year Counselor/Tenured
- ☐ Tenured (3-year cycle)
- ☐ Tenured (4-year cycle)
- ☐ Tenured (5-year cycle)
- ☐ First year in Assignment (Transition Level)
- ☐ Deferred Cycle Evaluation

Performance Standards:

I. Counselors are committed to students' social, emotional, academic, and postsecondary development.
II. Counselors know and practice techniques to support students in their social, emotional, academic, and post-secondary development.
III. Counselors collaborate with stakeholders in creating and maintaining a positive and equitable learning environment for all students.
IV. Counselors continually assess and analyze student needs in order to design and implement a comprehensive school counseling program.
V. Counselors are committed to continuous improvement and professional development.
VI. Counselors exhibit a high degree of professionalism.

Dates of Observations (announced?)	____/____/_____ ☐ Yes	____/____/_____ ☐ Yes	____/____/_____ ☐ Yes	____/____/_____ ☐ Yes
Date of Post-Observation Conference	____/____/_____	____/____/_____	____/____/_____	____/____/_____
Dates of Post-Observation Conference Report (POCR)	____/____/_____	____/____/_____	____/____/_____	____/____/_____
2nd Semester Short Form (Tenured Teachers ONLY Meeting Standards)	____/____/_____	____/____/_____		

Final Rating ☐ Meets Standard ☐ Below Standard
Rating by PAR Panel ☐ Emerging

Evaluator's Signature _____Date____/____/_____

Principal's Signature _____Date____/____/_____

Counselor's Signature _____Date____/____/_____
(Counselor's signature indicates that counselor has read and reviewed the final evaluation, not necessarily that the counselor concurs with the contents. Counselors may choose to attach comments.)

Distribution: Copy 1—Employee Copy 2—Principal Copy 3—Office of Human Resources and Development

Directions for Completion of Final Evaluation Dates

Please see summary of minimum required formal observation chart in the Teacher-Level Professional Growth System Handbook for more information.

Dates of Observation:
For counselors in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured and second- and third-year probationary counselors, three observations are required if the counselor may be rated below standard. In all cases, one of the formal observations must be announced. At least one of the formal observations must be done each semester.

Dates of Conferences:
Post-observation conferences should be held within three duty days after the formal observation. Conferences may be delayed by mutual agreement, due to extenuating circumstances. For employees who are not meeting standard, it is highly advisable to maintain documentation to demonstrate the conference was delayed by mutual agreement. (This documentation may be requested by the PAR Panel to ensure the evaluation was conducted with fidelity.)

Dates of POCR delivery:
The evaluator must provide the dates on which the POCR was delivered to the employee. If the employee refuses to sign as acknowledgement of receipt of the POCR, please include the signature of a witness.

2nd Semester Short Form:
The criteria for success are only used for tenured teachers rated as “meets standard”.