

## Sequoia Union High School District

### 2018 – 2019 Evaluation Format for School Counselors

#### Section 7 – School Counselors

- 7.1 The California Standards for the School Counseling Profession, as adapted in **Appendix E**, shall provide the basis for the evaluation of school counselors and shall provide the foundation for assistance provided.
- 7.1.1 These Standards are adopted for the sole purpose of providing assistance to school counselors and recognizing and supporting quality counseling.
- 7.2 The evaluation of school counselors shall be based on three (3) of the six (6) standards agreed to by the evaluator and the counselor in the pre evaluation conference as the designated standards. If there is a difference of opinion in identifying these standards: one (1) Standard shall be identified by the school counselor and two (2) Standards by the evaluator.
- 7.3 With the approval of the principal and in consultation with the evaluatee, the evaluator may substitute an alternative Standard as the designated Standard if a need is so determined. The evaluatee continues to retain the right to select one (1) of the three (3) designated standards pursuant to Section 7.2 of this Article. This action shall be taken by the end of the first quarter.
- 7.4 In-service training related to evaluation based on the California Standards for the School Counseling Profession shall be conducted for administrators and offered to school counselors.
- 7.5 Evaluation will be based upon the Key Elements of the Standards. The assessment methods may include: formal observations or drop-in visits of classroom, staff, or parent presentations, 1-on-1 meetings with students, parent presentations, SST or 504 meetings, workshops, as well as data referencing referrals to community agencies, summer school, and other programs.
- 7.6 The nature of the permanent school counselor's assignment will assist in determining the emphasis which will be placed on the Key Elements.
- 7.7 During the pre-evaluation conference, the evaluator and evaluatee will determine the methods of assessment for the standards selected, specifying the types and number of observations to be scheduled and if and how other information shall be shared.
- 7.7.1 Non-tenured unit members will have at least the 1<sup>st</sup> formal observation and post-observation conference prior to the Winter Break.
- 7.7.2 In the event the evaluator cannot observe for at least 90% of the scheduled meeting, the observation shall be considered a "drop in visit" and an additional observation will be scheduled.

- 7.7.3 Formal observations will be scheduled by mutual agreement with the unit member at least three days in advance. Observations may be scheduled with less than three (3) days notice by mutual consent. The school counselor may request a Pre Observation Conference at the time of notification. The evaluatee will provide the evaluator a completed Observation Planning Form at least one (1) day prior to each formal observation. Observation Planning Forms may be provided with less than one day of notice by mutual consent. The evaluator reserves the right to conduct unscheduled "drop in" visits for those observations that exceed the minimum amount listed in section 7.7 of this article. In the event that the evaluator cancels a scheduled observation, the unit member may waive the requirement to submit a completed Observation Planning Form for the subsequently rescheduled observation. If under these circumstances the Pre-Observation Planning Form is waived, the teacher shall participate in a pre-observation conference.
- 7.8 Formal observations shall be followed by a conference with written feedback within 10 days of the observation.
- 7.8.1 The post-observation conference shall include feedback on every standard selected for the evaluation including an indication that each Key Element of the standards was "Met", "Needs Improvement", or "Not Observed".
- 7.9 A unit member shall not be assessed based upon the results of standardized norm referenced test.
- 7.10 A unit member's evaluation shall not be based upon his/her personal life or lifestyle.
- 7.11 A final overall evaluation for school counselors shall be determined as "satisfactory" or "unsatisfactory."
- 7.13 A standard is determined to have been met if a majority of the Key Elements which support a specific standard have been marked "Met" on a school counselor's Formal Performance Evaluation Form. For the purpose of this Section, 50% shall constitute a "majority".
- 7.13.1 The Rubric will be used to determine whether or not a Key Element has been met. The Rubric is included as an exhibit in this Agreement.
- 7.13.1.1 Since the Key Element Rubric performance indicators may be listed more than once in support of a Key Element, consideration will be taken when using such indicators to support evidence of failure to meet a Key Element or a standard.
- 7.14 In preparing the Final Evaluation the evaluator shall rely upon data collected through observations, collection of relevant data as described in Section 7.5, and evaluation conferences with the evaluatee.
- 7.15 An overall Unsatisfactory rating will be determined when the school counselor fails to meet at least two of the three designated standards. (Or a standard subsequently substituted by the end of the first quarter).
- 7.15.1 An "Unsatisfactory" rating on the final formal evaluation form of a permanent school counselor will be accompanied by related and specifically documented evidence on each Standard, which is determined to be "Not Met."

- 7.16 In circumstances where, in the principal's professional judgment, student progress is in serious jeopardy or where the work of others is negatively impacted to a serious degree, a determination of "Unsatisfactory" for a permanent school counselor may be made if only one standard is designated as "Not Met."
- 7.17 A rating of Unsatisfactory on the Final Performance Evaluation Form for a permanent school counselor shall result in a referral to the Partnership Program. A unit member assigned to participate in the Partnership Program who is determined to have met at least two (2) standards on his/her concurrent final evaluation during the year of participation will return to the normal two year evaluation cycle unless otherwise determined on the Principal's Recommendation Form.
- 7.18 A copy of the final evaluation shall be given to the unit member no later than 30 calendar days prior to the end of the school year. The unit member will be given the opportunity to discuss the evaluation with the evaluator. The unit member shall sign the evaluation form signifying only that s/he has read the document and has been provided the opportunity of attaching a written response within ten (10) school days. The evaluation and the response shall be placed in the unit member's personnel file.
- 7.19 The evaluator may recommend that a permanent school counselor who does not meet one of the three designated Standards be returned to Formal Conference Evaluation and/or participate in the Partnership Program as a Volunteer in the succeeding year under either of the following conditions:
- 7.19.1 The counselor has a combination of five (5) or more Key Elements within the three designated Standards determined as "Not Met" or "Needs Improvement."
- In each instance the school counselor will return to Formal Conference to work to improve on the designated Standards and Key Elements that were marked "Not Met" or "Needs Improvement." If the school counselor volunteers to participate in the Partnership Program, the school counselor will meet with the principal between April 1 and May 1 to provide a self-report of his or her participation in the program. No written record will be kept from this meeting.