

### **EVALUATION OF SCHOOL COUNSELORS**

The Board of Education adopts this standards-based school counselor evaluation policy, which conforms with the framework for the evaluation of school counselors developed under O.R.C. §3319.113. In the event of any conflict between the procedure set forth in this policy and O.R.C. §3319.113, the provisions of O.R.C. §3319.113 shall apply as if incorporated into this policy.

This policy shall become operative at the expiration of any collective bargaining agreement covering school counselors employed by the Board that is in effect on September 29, 2015 and shall be included in any renewal or extension of such an agreement. If the Board's school counselors are not covered by a collective bargaining agreement, this policy shall be implemented beginning in the 2016-2017 school year.

- A. The Board shall use the standards and criteria set forth in the "Ohio Standards for School Counselors," developed by the Ohio Department of Education, to distinguish between the following levels of performance for school counselors for purposes of assigning ratings on the evaluations conducted pursuant to this policy and O.R.C. §3319.113:
  - 1. Accomplished;
  - 2. Skilled;
  - 3. Developing;
  - 4. Ineffective.
- B. Only individuals who have completed Ohio School Counselor Evaluation System training are permitted to evaluate a school counselor in accordance with this policy.
- C. Each school counselor will be provided with a copy of a written report of the results of his/her evaluation.
- D. Beginning with the 2017-2018 school year, a school counselor's evaluation results will be considered by the Board in making retention and promotion decisions, and for the removal of poorly performing school counselors.
- E. The Board shall provide for professional development to accelerate and continue school counselor growth and provide support to poorly performing school counselors.
- F. School counselor evaluations shall occur annually, except as otherwise appropriate for a school counselor who received a final summative rating of accomplished or skilled on his/her most recent evaluation. The annual evaluation process will consist of two (2) formal observations of thirty (30) minutes each and informal observations.

- G. The Board may evaluate each school counselor who received a final summative rating of accomplished on his/her most recent evaluation once every three (3) school years, so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. Such counselors will develop their own professional growth plan.
- H. The board may evaluate each school counselor who received a final summative rating of skilled on the most recent evaluation once every two (2) school years, so long as the metric of student outcomes, for the most recent school year for which data is available, is skilled or higher on the evaluation rubric. Such counselors will develop a professional growth plan collaboratively with their evaluator.
- I. During the years in which a school counselor who received a final summative rating of accomplished or skilled on his/her most recent evaluation is not fully evaluated, the Board shall conduct at least one (1) observation and one (1) conference with the school counselor.
- J. School counselors with a final summative rating of developing or ineffective on their most recent evaluation will develop a professional growth plan with their evaluator. For the professional growth plan to be implemented, such plan must receive the approval of the Superintendent.
- K. A school counselor may be placed on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.
- L. A school counselor shall receive a full evaluation during the first year that he/she is employed or re-employed by the Board, regardless of whether he/she received a final summative rating of accomplished or skilled on his/her most recent evaluation.
- M. Beginning with the 2017-2018 school year, the Board may elect not to conduct an evaluation of a school counselor who meets one of the following requirements:
  - 1. The school counselor was on leave from the District for fifty percent (50%) or more of the school year, as calculated by the Board.
  - 2. The school counselor has submitted notice of retirement and that notice has been accepted by the Board not later than the first day of December of the school year in which the evaluation is otherwise scheduled to be conducted.

The District shall annually submit a report to the ODE, in a form and manner prescribed by the ODE, regarding its implementation of counselor evaluations in accordance with this policy.

LEGAL REFS: O.R.C. §3319.113

Adopted: September 20, 2018