

**Toronto City Schools  
 Staff Performance Evaluation Instrument  
 Guidance Counselor**

Employee's Name: \_\_\_\_\_  
 Evaluator's Name: \_\_\_\_\_

School Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b><u>Organization and Planning</u></b> <b><u>Evaluation of Performance</u></b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Is punctual and regular in attendance				
Utilizes work time efficiently				
Performs all assigned duties promptly, accurately, and effectively				
Demonstrates initiative and good judgment				
Performs other duties as appropriate and/or directed by principal, supervisor, or superintendent				

<b><u>Interpersonal Relations and Communication</u></b> <b><u>Evaluation of Performance</u></b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Creates an inviting and professional atmosphere				
Maintains a cordial and effective relationship in meeting the public				
Demonstrates courtesy and professionalism in all communications				
Appropriately and effectively communicates with co-workers, teachers, administration, students, parents, and the general public				

<b><u>Professional Responsibilities/Qualities</u></b> <b><u>Evaluation of Performance</u></b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Dresses in an appropriate manner for the position and season.				
Maintains effective working relationships with other employees; works effectively as a team member; maintains positive attitude				
Upholds standards of confidentiality				
Demonstrates willingness to pursue professional development, training and growth opportunities				
Observes and promotes safe work practices				
Demonstrates problem-solving skills and abilities				
Adheres to and promotes Toronto City School Board policies and procedures				

**Evaluator Comments** \_\_\_\_\_  
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### Guidance Counselor Evaluation Instrument

<b><u>Knowledge and performance of job responsibilities</u></b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
<b>Domain I: Program Management</b>				
Plans and implements a balanced comprehensive developmental guidance and counseling program.				
Evaluates and promotes continuous improvement of a balanced comprehensive developmental guidance and counseling program.				
Promotes the balanced provision of program content areas (self-confidence development; motivation to achieve; decision-making, goal-setting, planning, and problem-solving skills; interpersonal effectiveness, communication skills, cross-cultural effectiveness; and responsible behavior.				
Collaborates with school personnel, students, parents, and the community to plan, implement, evaluate, and promote continuous improvement of a developmental guidance and counseling program.				
<b>Domain II: Guidance</b>				
Involves students, teachers, parents and others to promote effective implementation of the Guidance Curriculum.				
Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own educational development including provision of information regarding post-secondary opportunities.				
Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage the student's own career development.				
Accurately and without bias guides individuals and groups of students and parents to plan, monitor, and manage a student's own personal and social development.				
Uses accepted theories and effective techniques to promote the career, educational, personal, and social development of students.				
<b>Domain III: Counseling</b>				
Uses accepted theories and effective techniques to provide individual and group developmental, preventative, remedial, and/or crisis counseling.				
<b>Domain IV: Consultation</b>				
Consults with parents, school personnel, and other community members to help them increase the effectiveness of student education and promote student success.				
Consults with school personnel, parents, and other community members to promote understanding of student development, individual behavior, the student's environment, and human relationships.				
Collaboratively provides professional expertise to advocate for individual students and specific groups of students.				

	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
<b>Domain V: Coordination</b>				
Coordinates people and other resources in the school, home, and community to promote student success.				
Uses an effective process when referring students, parents, and/or others to special programs and services.				
<b>Domain VI: Student Assessment</b>				
Adheres to legal, ethical, and professional standards related to assessment.				
With the assistance of school personnel, interprets standardized tests results and other assessment data to guide students in individual goal setting and planning.				
Enhances the work of school personnel and parents in guiding student goal setting and planning by promoting understanding of standardized test results and other assessment data.				
<b>Domain VII: Professional Behavior</b>				
Demonstrates professionalism, including a commitment to professional development.				
Advocates for a school environment that acknowledges and respects diversity.				
Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, and community members.				

**Evaluator Comments:** \_\_\_\_\_  
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**Employee Comments:** \_\_\_\_\_  
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 Evaluator's Signature

\_\_\_\_\_  
 Date

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 Employee's Signature

\_\_\_\_\_  
 Date