

Guidance Counselor Observation Tool

Directions: Highlight a rating for each component and then match evidence from your observation notes to explain the rating for each component.

Text boxes expand to accommodate multiple evidence examples.

Guidance Counselor:

School:

Evaluator:

Date:

Component:	Rating:				Evidence:
<i>1A</i> - Demonstrating knowledge of counseling theory and techniques	I	D	A	E	
<i>1B</i> - Demonstrating knowledge of child and adolescent development	I	D	A	E	
<i>1C</i> - Establishing goals for the counseling program appropriate to the setting and the students served	I	D	A	E	
<i>1D</i> - Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	I	D	A	E	
<i>1E</i> - Plan in the counseling program integrated with the regular school program	I	D	A	E	
<i>1F</i> - Developing a plan to evaluate the counseling program	I	D	A	E	
<i>2A</i> - Creating an environment of respect and rapport	I	D	A	E	
<i>2B</i> - Establishing a culture for productive communication	I	D	A	E	
<i>2C</i> - Managing routines and procedures	I	D	A	E	
<i>2D</i> - Establishing standards of conduct and contributing to the culture for student behavior throughout the school	I	D	A	E	
<i>2E</i> - Organizing physical space	I	D	A	E	
<i>3A</i> - Assessing student needs	I	D	A	E	
<i>3B</i> - Assisting students and teachers in the formulation of academic personal social and career plans based on knowledge of student needs	I	D	A	E	
<i>3C</i> - Using counseling text makes an individual and classroom programs	I	D	A	E	
<i>3D</i> - Brokering resources to meet needs	I	D	A	E	
<i>3E</i> - Demonstrating flexibility and	I	D	A	E	

responsiveness					
4A - Reflecting on practice	I	D	A	E	
4B - Maintaining records and submitting them in a timely fashion	I	D	A	E	
4C - Communicating with families	I	D	A	E	
4D - Participating in a professional community	I	D	A	E	
4E - Engaging in professional development	I	D	A	E	
4F - Showing professionalism	I	D	A	E	

X _____

Teacher

X _____

Observer