

END-OF-YEAR EVALUATION FORM FOR CERTIFIED GUIDANCE PERSONNEL

COUNSELOR:

EVALUATION DATE:

STATUS:

___TENURED
___PROBATIONARY
___OTHER

SCHOOL:

HIGHLY EFFECTIVE – Highly effective performance is achieved in delivering instruction, managing classroom environment, planning, preparation, and professional responsibilities. Highly effective teachers receive between 55 and 60 points based on evidence.

EFFECTIVE – Effective performance is achieved in delivering instruction, managing classroom environment, planning, preparation, and professional responsibilities. Effective teachers receive between 43 and 54 points based on evidence.

DEVELOPING- Below average performance is achieved in delivering instruction, managing classroom environment, planning, preparation, and professional responsibilities. Developing teachers receive between 31 and 42 points based on evidence. Developing teachers will receive an improvement plan.

INEFFECTIVE – Ineffective performance is achieved in delivering instruction, managing classroom environment, planning, preparation, and professional responsibilities. Ineffective teachers receive between 0 and 30 points based on evidence. Ineffective teachers will receive an improvement plan.

DOMAIN 1 - PLANNING AND PREPARATION – (9 points possible)

| COMPONENT | HIGHLY EFFECTIVE | EFFECTIVE | DEVELOPING | INEFFECTIVE |
|---|------------------|-----------|------------|-------------|
| 1a Knowledge of Counseling Theory and Techniques | | | | |
| 1b Knowledge of Child & Adolescent Development | | | | |
| 1c Establishing Goals for Counseling Program | | | | |
| 1d Knowledge of Regulations and Resources | | | | |
| 1e Planning and Integrating Program with School Program | | | | |
| 1f Evaluating Counseling Program | | | | |

DOMAIN RATING:

points

DOMAIN 2 – THE CLASSROOM ENVIRONMENT – (13.5 points possible)

| COMPONENT | HIGHLY EFFECTIVE | EFFECTIVE | DEVELOPING | INEFFECTIVE |
|--|------------------|-----------|------------|-------------|
| 2a Creating an Environment of Respect and Rapport | | | | |
| 2b Establishing a Culture for Productive Communication | | | | |
| 2c Managing Routines and Procedures | | | | |
| 2d Establish standards of conduct & behavior within school | | | | |
| 2e Organizing Physical Space | | | | |

DOMAIN RATING:

points

DOMAIN 3 – INSTRUCTION (13.5 points possible)

| COMPONENT | HIGHLY EFFECTIVE | EFFECTIVE | DEVELOPING | INEFFECTIVE |
|---|------------------|-----------|------------|-------------|
| 3a Assessing student needs | | | | |
| 3b Assisting students and teachers in academic, personal/social, and career plans | | | | |
| 3c Using counseling techniques in individual and classroom programs | | | | |
| 3d Brokering resources to meet needs | | | | |
| 3e Demonstrating Flexibility and Responsiveness | | | | |

DOMAIN RATING:

points

COUNSELOR:

EVALUATION DATE:

PAGE 2

SCHOOL:

DOMAIN 4 – PROFESSIONAL RESPONSIBILITIES (24 points possible) – see attached rubric

| COMPONENT | POINTS EARNED |
|--|---------------|
| 4a Reflecting on Practice (5 points possible) | |
| 4b Maintaining Accurate Records (2 points possible) | |
| 4c Communicating with Families (2 points possible) | |
| 4d Participating in a Professional Community (2 points possible) | |
| 4e Growing and Developing Professionally (11 points possible) | |
| 4f Showing Professionalism (2 points possible) | |

DOMAIN RATING:

points

COMMENTS, COMMENDATIONS, RECOMMENDATIONS

SCORING RUBRIC

| HEDI RATING | STATE GROWTH/SLO | LOCAL MEASURE | EVIDENCE-BASED RUBRIC | OVERALL COMPOSITE SCORE |
|------------------|------------------|---------------|-----------------------|-------------------------|
| HIGHLY EFFECTIVE | 18-20 | 18-20 | 55-60 | 91-100 |
| EFFECTIVE | 9-17 | 9-17 | 43-54 | 75-90 |
| DEVELOPING | 3- 8 | 3- 8 | 31-42 | 65-74 |
| INEFFECTIVE | 0-2 | 0-2 | 0 -30 | 0-64 |

THIS TEACHER'S RATING

| HEDI RATING | STATE GROWTH or SLO | LOCAL MEASURE | EVIDENCE-BASED RUBRIC | OVERALL COMPOSITE SCORE |
|-------------|---------------------|---------------|-----------------------|-------------------------|
| | | | | |

THIS REPORT REPRESENTS YOUR OVERALL PERFORMANCE AND RESULTS DURING THE CURRENT SCHOOL YEAR. YOUR SIGNATURE DOES NOT NECESSARILY MEAN THAT YOU AGREE WITH THE REPORT. A WRITTEN REBUTTAL MAY BE SUBMITTED WITH THE ABOVE EVALUATION.

SIGNATURE OF EVALUATOR: _____ POSITION: _____ DATE: _____

SIGNATURE OF TEACHER: _____ DATE: _____

COPY DISTRIBUTION:

TEACHER

PRINCIPAL

RATER

HUMAN RESOURCES OFFICE

GUIDANCE DOCUMENT

DOMAIN SCORING FOR END-OF-YEAR EVALUATION

It must be possible for every teacher to attain every score between 0 and 60 points, according to New York State law. The breakdown for the ratings based on the evidence from the Danielson (2007) rubric is as follows:

DOMAIN 1 – 9 POINTS POSSIBLE BASED ON 6 COMPONENTS

| RATING | POINTS | DESCRIPTION |
|------------------|--------|--|
| HIGHLY EFFECTIVE | 9 | At least 4 components rated HE and 2 rated E |
| | 8 | 3 components rated HE and 3 rated E |
| EFFECTIVE | 7 | 2 components rated HE and 4 rated E |
| | 6 | 1 component rated HE and 5 rated E |
| | 5 | 5 components rated E and 1 rated D |
| DEVELOPING | 4 | 2 components rated D and 4 rated at least E |
| | 3 | 3 components rated D and 3 rated at least E |
| | 2 | 6 components rated D |
| | 1 | 5 components rated D and 1 rated Ineffective |
| INEFFECTIVE | 0 | More than 1 component rated Ineffective |

DOMAINS 2 AND 3 – 13.5 POSSIBLE PER DOMAIN BASED ON 5 COMPONENTS

| RATING | POINTS | DESCRIPTION |
|------------------|--------|--|
| HIGHLY EFFECTIVE | 13.5 | 5 components rated HE |
| | 12.5 | 4 components rated HE and 1 rated E |
| | 11.5 | 3 components rated HE and 2 rated E |
| EFFECTIVE | 10.5 | 3 components rated E and 2 rated HE |
| | 9.5 | 4 components rated E and 1 rated HE |
| | 8.5 | 5 components rated E |
| | 7.5 | 4 components rated E and 1 rated D |
| DEVELOPING | 6.5 | 2 components rated D and 3 rated at least E |
| | 5.5 | 3 components rated D and 2 rated at least E |
| | 4.5 | 4 components rated D and 1 rated at least E |
| | 3.5 | 5 components rated D |
| | 2.5 | 4 components rated D and 1 rated Ineffective |
| INEFFECTIVE | 1.5 | 3 components rated D and 2 rated Ineffective |
| | .5 | 2 components rated D and 3 rated Ineffective |
| | 0 | More than 2 components rated Ineffective |

DOMAIN 4 – 24 POSSIBLE BASED ON 6 COMPONENTS

BARRING DOCUMENTED EVIDENCE TO THE CONTRARY, TEACHERS WILL EARN POINTS FOR THIS DOMAIN AS FOLLOWS:

4a Reflecting on Teaching

5 points

Teacher portfolio contains 3 lesson plans accompanied by some type of data, for example: test results, student work, videotape, etc. and a teacher reflection on each. Guiding questions are available to assist. The reflection is essential.

- 5 points - 3 case studies with reflection and student work/data
- 4 points - 3 case studies with reflection, student work/data missing
- 3 points - 2 case studies with reflection, and student work/data
- 2 points - 2 case studies with reflection, work/data missing
- 1 point - 1 case study with reflection and student work/data
- 0 - no work

4b Maintaining accurate records 2 points

Contact log or phone log/guidance log for current school year

2 points – completed logs (to date)

1 point - incomplete logs

0 point - no logs

4c Communicating with Families 2 points

2 points- 3 pieces of evidence

1 point - fewer than 3 pieces of evidence

0 point - no work

4d Participating in a Professional Community 2 points

4 areas:

- Relationships with Colleagues;
- Involvement in a Culture of Professional Inquiry;
- Service to the School; Participation in School and
- District Projects.

2 points- 2 pieces of evidence

1 point - fewer than 2 pieces of evidence

0 point - no work

4e Growing and Developing Professionally 11 points (2 parts)

Part I 5 points - Individual Learning Plan
0 point - No Individual Learning Plan

Part II 6 points - 19 hours and up
5 points - for 18 hours
4 points - for 15 to 17 hours
3 points - for 13 to 14 hours
2 points - for 11 to 12 hours
1 points - for 5 to 10 hours
0 point - for 0 to 4 hours

(*NOTE: Teachers in for a partial year must earn 2 hours per month to meet the current contractual obligation. In those cases, the points earned will be prorated accordingly.)

4f Showing Professionalism 2 points

- Integrity and ethical conduct
- Service to students
- Advocacy
- Decision making
- Compliance with school and district regulations

Evidence for 2 of the 5 elements.

2 points- 2 pieces of evidence

1 point - 1 piece of evidence

0 point - no evidence