



Final Evaluation Report: Counselor

Professional Growth System
Office of Human Resources and Development
Rockville, Maryland 20855
MONTGOMERY COUNTY PUBLIC SCHOOLS

MCPS Form 430-45
February 2011

DIRECTIONS: Evaluators complete a narrative description based on the following performance standards for school counselors. The narrative includes information gathered from a variety of sources, including: counselor observations; evidence of contributions to overall school mission and climate; review of data collection and analysis from the Comprehensive Guidance and Counseling Program implementation report; review of student, staff and parent surveys; review of professional growth plans and implementation results; and any other documents collected by the evaluator and/or counselor during the full length of the cycle. Additional documents might include needs assessment data; sample classroom guidance lessons; counselor materials generated to support school-wide positive behavior or character education initiatives; plans from responsive counseling groups; counselor schedules, logs, or calendars; guidance department communications; notes from students, parents, or teachers; counselor newsletters; documentation of teacher and/or parent consultation; and any other materials which demonstrate that standards have been met.

Counselor _____

Employee Number _____ Years of MCPS Experience _____

Principal _____

- Type: First-year Probationary Tenured/First-Year Counselor
 with CT without CT Tenured (3-year cycle)
 Second-year Probationary Tenured (4-year cycle)
 Third-year Probationary Tenured (5-year cycle)
 Special Evaluation

School _____ Check if Appropriate Resource Counselor Department Chair

Performance Standards:

- I. Counselors are committed to students and their learning.
- II. Counselors know counseling theories and techniques and their application to student learning and development.
- III. Counselors collaborate in the process of establishing and facilitating a positive learning environment to enhance student growth and achievement.
- IV. Counselors collaborate to continually assess and analyze student needs in order to develop appropriate counseling and guidance interventions/programs.
- V. Counselors are committed to continuous improvement and professional development.
- VI. Counselors exhibit a high degree of professionalism.

Dates of Observations _____

Dates of Conferences _____

Final Rating Meets Standard Below Standard

Evaluator's Signature _____ Date _____

Principal's Signature _____ Date _____

Counselor's Signature _____ Date _____

(Counselor's signature indicates that counselor has read and reviewed the final evaluation, not necessarily that the counselor concurs with the contents. Counselors may choose to attach comments.)