

Dumas ISD Counselor Performance Appraisal

Job Title: Counselor

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: 7

Dept./School: Assigned Campus

Date Revised: 5/5/16

Primary Purpose:

Work with school faculty and staff, students, parents, and community to plan, implement, and evaluate a comprehensive developmental guidance and counseling program at school assigned. Counsel students to fully develop each student's academic, career, personal, and social abilities and address the needs of special population's students.

Guidance

1. Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs.
2. Assist teachers in the teaching of guidance-related curriculum.
3. Guide individuals and groups of students to develop education plans and career awareness.

Counseling

4. Counsel individual students and small groups with presenting needs and concerns.
- 5.

Consultation

Consult parents, teachers, administrators, and other relevant people to enhance their work with students.

6. Work with school and community personnel to bring together resources for students.
7. Maintain a communication system that effectively collects and disseminates information to other professionals as appropriate.
8. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
9. Use an effective referral process to assist students and others to use special programs and services.



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Assessment

10. Participate in planning and evaluation of campus standardized testing program.
11. Interpret tests and other appraisal results appropriately and communicate to school personnel, students, and their parents.
12. Maintain the confidentiality of student assessment.

Program Management

13. Plan school guidance and counseling programs to ensure that they meet identified needs, priorities, and program objectives.
14. Implement a comprehensive and balanced program.
15. Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings.
16. Educate the school staff, parents, and community about the guidance program through a public information program.
17. Compile, maintain, and file all required physical and computerized reports, records, and other documents.

Administration

18. Comply with policies established by federal and state law, State Board of Education rule, and board policy in guidance and counseling area.
19. Comply with all district and campus routines and regulations.
20. Maintain a positive and effective relationship with supervisors.
21. Communicate effectively with colleagues, students, and parents.

Professional

22. Adhere to ethical and legal standards and model behavior that is professional and responsible.
23. Participate in professional development to improve skills related to job assignment.



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Other:

EVALUATOR'S COMMENTS

EMPLOYEE COMMENTS

ACTION TAKEN

_____ **Review of Contract**

_____ **Non-renewal of Contract**

_____ **Termination of Contract**

_____ **Recommend ___ Year Contract**

ACKNOWLEDGEMENT

I have read and received a copy of this evaluation. The results have been reviewed with me.

Signature of Counselor

Date

Signature of Principal

Date

