

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

Non-Tenured Counselor/Social Worker Evaluation Instrument

Name _____ Position _____

Building _____ School Year _____ Date _____

A rating for each standard should be selected per ILCS 24A-15. The rating is selected to demonstrate an overall perception of the counselor/social worker's performance. The review meeting between the administrator and counselor/social worker will include dialogue regarding the varying degrees of performance within each area in this evaluation form. The following guide should be used when selecting a rating for each function under the specific standard. The overall rating for the standard is the average of the functions for each standard. The summative evaluation rating is an average of the overall ratings for each individual function divided by the total number observed.

1. Unsatisfactory - Knowledge and performance are not acceptable. The counselor/social worker needs to take immediate steps to improve his or her knowledge and/or performance in this area.
2. Needs Improvement – Knowledge and performance needs improvement to meet district standards.
3. Proficient - Knowledge and performance in this area meets district standards.
4. Excellent - Knowledge and performance in this area exceeds district standards.

Domain 1:					
PLANNING AND PREPARATION					
Overall Rating on this Standard (check one)	Unsatisfactory	Needs Improvement	Proficient	Excellent	
FUNCTIONS:	Unsatisfactory	Needs Improvement	Proficient	Excellent	Not Demonstrated or Not Observed
1a. Demonstrating knowledge and skills of theory and techniques					
1b. Demonstrating knowledge of child and adolescent development					
1c. Establishing goals for the counseling/social work program					
1d. Demonstrates knowledge of District, State and Federal regulations					
1e. Planning and evaluating a program that is integrated with the District/school program					
Summary of Performance:					

Summary of Performance (continued):

DOMAIN 2: THE ENVIRONMENT				
Overall Rating on this Standard (check one)	Unsatisfactory	Needs Improvement	Proficient	Excellent

FUNCTIONS:	Unsatisfactory	Needs Improvement	Proficient	Excellent	Not Demonstrated or Not Observed
2a. Creating an environment of respect and rapport					
2b. Promoting a culture for effective communication					
2c. Maintaining routines and procedures					
2d. Organizing physical space					
2e. Establishing standards of conduct that positively contributes to the culture of the school.					

Summary of Performance:

DOMAIN 3: DELIVERY OF SERVICE				
Overall Rating on this Standard (check one)	Unsatisfactory	Needs Improvement	Proficient	Excellent

FUNCTIONS:	Unsatisfactory	Needs Improvement	Proficient	Excellent	Not Demonstrated or Not Observed
3a. Assessing and programming for student needs					
3b. Using counseling/social work techniques in individual and group programs					
3c. Advocating for students					
3d. Demonstrating flexibility and responsiveness					
3e. Collecting and communicating information					
Summary of Performance:					

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES				
Overall Rating on this Standard (check one)	Unsatisfactory	Needs Improvement	Proficient	Excellent

FUNCTIONS:	Unsatisfactory	Needs Improvement	Proficient	Excellent	Not Demonstrated or Not Observed
4a. Collaborating with teachers and administrators					
4b. Communicating with families					
4c. Participating in a professional community					
4d. Engaging in professional development					
4e. Showing professionalism					

Summary of Performance:

Attendance:

_____ Professional Development Days

_____ Sick Days

_____ Personal Days

Performance Evaluation Rating				
	Unsatisfactory	Needs Improvement	Proficient	Excellent

Evaluator Comments:

Evaluator's Signature

Date

Evaluatee's Signature

Date

Evaluatee's Comments (if any):

The counselor/social worker's signature does not indicate agreement with the evaluation. The counselor/social worker may attach additional information and comments.