

Confidential

**DIOCESE OF DAVENPORT  
SCHOOLS OFFICE**

**SUMMATIVE COUNSELOR EVALUATION**

Counselor: \_\_\_\_\_  
Last First Initial

School: \_\_\_\_\_

City: \_\_\_\_\_

Date: \_\_\_\_\_

Full Time  Part Time

Number of Years as Counselor \_\_\_\_\_ Number of Years as Counselor Here \_\_\_\_\_

Diocesan Catechist Certification: Yes  No  Type \_\_\_\_\_

Hours Accumulated: \_\_\_\_\_ This Year

\_\_\_\_\_ Total

Professional Staff Development Participation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Days Absent: Illness \_\_\_\_\_ Professional \_\_\_\_\_

Personal \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

- Evaluation on basis of:
- |  |  |
|--|--|
| <input type="checkbox"/> Observation of formal contact with student(s) | <input type="checkbox"/> Audio tape    |
| <input type="checkbox"/> Student Evaluation                            | <input type="checkbox"/> Video tape    |
| <input type="checkbox"/> Self Evaluation                               | <input type="checkbox"/> Portfolio     |
| <input type="checkbox"/> Written records, communication                | <input type="checkbox"/> Peer Coaching |
| <input type="checkbox"/> Individual Conferences                        | <input type="checkbox"/> Verbatims     |
| <input type="checkbox"/> Other   |  |
- Specify \_\_\_\_\_

## EVALUATION

### FAITH COMMUNITY MEMBER

1. Gives evidence of valuing Catholic philosophy of education
2. Contributes to the ongoing building of the school as a faith community
3. Demonstrates commitment to the value of prayer and participation in school community worship
4. Fosters apostolic consciousness and an awareness of peace and justice issues in students by witnessing to and encouraging Christian Service
5. Fosters an awareness of multicultural nonsexist issues as justice issues

Comments:

Acceptable

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Strengths

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Recommendations

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### COUNSELOR

1. Serves as student advocate
2. Maintains regular contact with administration and faculty concerning current guidance practices and student needs
3. Provides recognition to students for accomplishments and progress made
4. Consults with teachers to gain better understanding of students and to provide interpretation of information relative to them
5. Maintains availability to and regular contact with parents to increase awareness of guidance services and to address the particular needs of their children
6. Demonstrates an understanding of the principles of human growth and development
7. Demonstrates knowledge of guidance curriculum and approved guidelines

Comments:

Acceptable

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Strengths

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Recommendations

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**PERSONAL QUALIFICATIONS**

- 1. Gives evidence of good health
- 2. Demonstrates emotional stability and self-confidence
- 3. Maintains a professional personal appearance

Comments:

Acceptable \_\_\_\_\_  
\_\_\_\_\_

Strengths \_\_\_\_\_  
\_\_\_\_\_

Recommendations \_\_\_\_\_  
\_\_\_\_\_

Evaluation Completed by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Counselor