

Santee School District



Certificated Non-Management Evaluation Guidelines For School Counselors/School Social Workers

2016

Santee School District

Certificated Non-Management Evaluation Guidelines for School Counselors/School Social Workers

Board of Education

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CERTIFICATED NON-MANAGEMENT GUIDELINES-INTRODUCTION

A joint committee of Santee Teachers Association members and Santee District Management Team members has developed these evaluation procedures and forms.

Purpose

The purpose of the evaluation process is to provide an ongoing process based on formal and informal observation, pre- and post-conferences, and performance of other professional responsibilities.

Goal

The goal of the evaluation process shall be to improve instruction and promote professional growth. Performance of all certificated non-management School Counselor/School Social Worker (SC/SSW) employees shall be evaluated on the basis of the School Counselor/School Social Worker Standards.

Employees to be Evaluated

Permanent certificated non-management employees shall be evaluated no less than the following schedule:

Level 1: Years 1-3 (Probationary and first tenured year)	Annually
Level 2: Years 5, 7, 9	Every two (2) years
Level 3: Years 10 and over	Every five (5) years

Additionally, employees transferring to a new site or position will be evaluated the first year of the new assignment before moving to Level 2 or Level 3 based upon years in the district. An Administrator may choose to evaluate a certificated non-management employee outside of this schedule based upon need.

If a permanent certificated non-management employee is evaluated during a year in which he or she shares a contract with another teacher and the employment period is during the second semester, the employee will be notified by the supervisor of intent to evaluate within five (5) days upon return to work. Second semester observations and final evaluation timelines will be followed.

Any employee who does not receive a satisfactory evaluation will be evaluated the following year.

Evaluators

The evaluator is usually the evaluatee's immediate supervisor. However, district management may designate a management employee other than the immediate supervisor to serve as an evaluator for certificated non-management employees. If an evaluatee moves to another assignment during the school year, modifications in the evaluation plan may be made.

Tracks

All temporary and probationary certificated non-management employees will use Track I Guidelines. All permanent certificated non-management employees receiving satisfactory evaluations as measured against the School Counselor/School Social Worker Standards

and previous evaluations will use Track II observations or the Alternative Evaluation System Guidelines. The use of the Track II Alternative Evaluation System will be mutually agreed upon. All permanent certificated non-management employees who have documented problems and/or are in need of assistance will use the Assistance Plan.

Goal Setting

The School Counselor/School Social Worker Standards serve as a standard to evaluate all certificated non-management employees. The evaluatee and evaluator will mutually identify standards and develop criteria for measuring progress toward meeting the goals that will promote student learning and professional competence.

If mutual agreement cannot be reached, the evaluator will select two (2) standards or goals and the evaluatee will select two (2) standards or goals. The goals, and criteria for measuring progress toward the goals, will be recorded on the Pre-Evaluation Form.

The Mid-Year Evaluation- Track I and Assistance Plan Employees

Prior to January 31, a mid-year conference will be held with the evaluatee and evaluator to discuss the evaluatee's progress in attaining goals. The evaluator will discuss formal and informal observations and the performance of other professional responsibilities as related to the School Counselor/School Social Worker Standards with the evaluatee. The Mid-Year Evaluation Form containing the summary of the evaluator's formal and informal observations, appraisals and observations related to the performance of other professional responsibilities, and recommendations for improvement will be given to the evaluatee. Any employee who is not satisfactorily meeting the School Counselor/School Social Worker Standards will be informed, and specific recommendations will be given on the Mid-Year Evaluation Form. The employee may attach a statement to the Mid-Year Evaluation Form.

The Final Evaluation Report

Prior to March 1 for Probationary and Temporary employees and May 20 for Permanent Track II employees, the evaluatee and the evaluator will hold a final conference to discuss the attainment of the mutually agreed upon goals. The Final Evaluation Report Form, including dates of formal observations, evaluator's summative report, and recommendations, if needed, will be given to the employee. The summative report will include a summary of:

- Evaluator's formal and informal observations (including dates of formal observations);
- Evaluator's appraisals;
- Evaluatee's performance of other professional responsibilities; and
- Recommendations, if needed.

Any Track II employee who has not satisfactorily met the expectations as stated in the School Counselor/School Social Worker Standards will be informed that he or she will be re-evaluated the following year. The employee may attach a statement to the Final Evaluation Report.

Personnel File

All evaluation documents will be placed in the employee's personnel file after the employee has had an opportunity to review and comment on the contents of the document.

SANTEE SCHOOL DISTRICT

School Counselor/School Social Worker Evaluation System

Track I

Temporary, Probationary and 1st Year Tenured School Counselor/School Social Worker

Temporary Employees	Satisfactory Competency in all six standards	Unsatisfactory Not recommended for continued employment
Probationary Employees Years 1 & 2	Satisfactory Competency in all six standards	Unsatisfactory Not recommended for continued employment
1 st Year Tenured Teachers	Satisfactory Competency in all six standards	Unsatisfactory Placed on an Assistance Plan

Track II

Tenured School Counselor/School Social Worker

Evaluation Year	Satisfactory Competency in all six standards	Unsatisfactory Not meeting all six standards Placed on an Assistance Plan
Off Year(s)	Satisfactory Competency in all six standards	Unsatisfactory Not meeting all six standards Referred to the evaluation process for specific standards or to the Assistance Plan process

Assistance Plan

Tenured School Counselor/School Social Worker

Needs to be implemented as soon as possible	Implemented at or after the start of the school year	FOR	The remainder of that school year
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**Santee School District
School Counselor/School Social Worker Standards**

<p>Standard One: Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills</p> <p>1.1 Counsel individual students and/or small groups of students with presenting needs/concerns</p> <p>1.2 Implement an effective referral process with administrators, teachers, parents, other school personnel, and community agencies</p> <p>1.3 Implement and monitor activities appropriate to the assignment</p> <p>1.4 Select appropriate interventions using research-based theories and techniques to school counseling or school social work</p>	<p>Standard Two: Promote and maintain a safe and supportive learning environment</p> <p>2.1 Implement programs that increase positive, safe, and supportive learning environments</p> <p>2.2 Implement programs that address the personal and social risk factors of students</p> <p>2.3 Implement programs that reduce the incidence of school site violence</p> <p>2.4 Incorporate models of systemic school safety that address elements of prevention, intervention, and treatment into the school system</p>
<p>Standard Three: Plan, implement, and evaluate programs to promote academic, career, personal and social development of students</p> <p>3.1 Demonstrate organization skills</p> <p>3.2 Develop outcome-based programs</p> <p>3.3 Assess outcomes and analyze data</p> <p>3.4 Demonstrate leadership in program development</p>	<p>Standard Four: Collaborate and coordinate with school and community resources</p> <p>4.1 Build and maintain student support teams for student achievement</p> <p>4.2 Provide consultation and education for teachers and parents</p> <p>4.3 Develop working relationships within the school that include school staff members, parents, and community members</p> <p>4.4 Coordinate community agency support</p>
<p>Standard Five: Utilize multiple sources of information to monitor and improve student behavior and achievement</p> <p>5.1 Assess student characteristics and utilize the information to plan for individual student growth and achievement</p> <p>5.2 Interpret and use student assessment data with students and parents/guardians in developing personal, academic, and career plans</p> <p>5.3 Monitor student personal, academic, and career progress</p>	<p>Standard Six: Develop as a professional school counselor/school social worker</p> <p>6.1 Establish professional goals and pursue opportunities to improve</p> <p>6.2 Model effective practices and continuous progress in school counseling/school social work</p> <p>6.3 Adhere to professional codes of ethics, legal mandates and district policies</p>

Adapted from the American School Counselor Association and the School Social Worker Association of America Standards



Santee School District

Strategic Plan

Vision, Mission, Belief Statements, and Goals

Adopted May 1, 2012

Mission

Santee School District assures a quality education, empowering students to achieve academic excellence and to develop life skills needed for success in a diverse and changing society.

Vision

Santee School District will be an innovative leader in education, inspiring students to realize their unique potential.

Rallying Cry

"Where Young Minds Meet Open Doors"

Belief Statements

Children are our first priority. Therefore we believe...

1. All students can learn.
2. Student growth, academic performance, and positive personal development are the highest measures of student and district success.
3. Trust, integrity, respect, citizenship, honesty, responsibility, commitment, and pride are the foundations on which our district is built.
4. Students should understand and respect the origin of the nation, the law of the land, and the principles of our democracy.
5. Parent and community involvement in our schools is crucial to the academic success of our students.
6. Knowledgeable, motivated, and inspired employees assure the success of our students.
7. Everyone has the right to learn and work in a safe, healthy, orderly, and clean environment.
8. The district operates efficiently and effectively through focused leadership, fiscal responsibility, and open communication, with a strong academic program as the top priority.

Goals

Educational Achievement

Assure the highest level of educational achievement for all students.

Learning Environment

Provide a safe, engaging environment that promotes creativity, innovation, and personalized learning.

Fiscal Accountability

Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility.

Staff Development

Implement a staff development plan as the cornerstone of employee performance and growth.

Student Well-Being

Provide social, emotional, and health service programs, integrated with community resources, to foster student character and personal well-being.

Goals Inclusive of Core Strategies

Educational Achievement

- Foreign Language
- Quality Curriculum and Instruction

Staff Development

Student Well Being

- Community Connections

Fiscal Accountability

Learning Environment

- Facilities
- Technology
- Class Size

SANTEE SCHOOL DISTRICT

School Counselor/School Social Worker Certificated Evaluation

Year at a Glance

TASK	To be completed by:				
	Track I	Track II Level 2	Track II Level 3	Alternative Plan	Assistance Plan
Distribution of SC/SSW Standards & Evaluation Packet And Notification of intent to evaluate	Oct 1	Oct 1	Oct 1	Oct 1	When Needed or Teacher Prep Week
Initiate or Review Assistance Plan (Assistance Plan can be initiated at any time, however, if known before the beginning of the school year, this date should be met.)					Sept 15
Pre-evaluation Conference & Forms and Alternative Project Proposal & Conference	Oct 15	Oct 30	Oct 30	Oct 15	
Formal Observations 1 & 2	Dec 15	Jan 31			Dec 15
Formal Observation 1			Jan 31		
Mid-Year Evaluation	Dec 15				Jan 31
Mid-Year Reflection				Jan 31	
Formal Observations 3 & 4	March 1	May 20			May 20
Formal Observation 2			May 20		
End of Year Report				May 20	
Final Evaluation & Conference	March 1	May 20	May 20	May 30	May 20
Evaluatee Comment / Feedback Form	March 10	May 30		June 10	May 30

Note: If a date falls upon a weekend or a holiday, the due date is the first working day following that date.

Track I Evaluation

Purpose

Track I is designed to provide School Counselors/School Social Workers with a specific focus in their efforts to develop and strengthen their skills. The School Counselor/School Social Worker Standards reflect the goals and standards for School Counselor/School Social Worker excellence and sound educational practice. These standards assure that quality education is provided for all students and offer an opportunity for continual professional growth for the School Counselor/School Social Worker.

Eligibility

- Temporary employee
- Probationary employee
- First Year Tenured employee

Desired Evaluation Outcomes

- Student learning
- Self reflection
- Continued professional development
- Collegiality and collaboration as an effective team member
- Instructional improvement
- Demonstration of Competency

Evaluation Process

The final evaluation is an accumulation of data including, but not limited to:

- Established goals
- Classroom visitations
- Formal and informal observations
- School Counselor/School Social Worker dialogues and conferences
- Evidence/artifacts demonstrating progress toward the School Counselor/School Social Worker standards

Mid Year Evaluation

The mid year evaluation is an opportunity for School Counselor/School Social Worker and supervisor to reflect on progress to date, identify areas of strength and make recommendations for further growth. In addition to the data accumulated for the final evaluation, the mid year evaluation includes a formal conference between School Counselor/School Social Worker and supervisor.

Final Evaluation

The final evaluation is an opportunity for School Counselor/School Social Worker and supervisor to reflect on progress for the year, identify areas of strength and make recommendations for further growth. In addition to the data accumulated, the final evaluation includes a formal conference between School Counselor/School Social Worker and supervisor.

SANTEE SCHOOL DISTRICT Pre-Evaluation Form Plan to Demonstrate Competency Track I

Complete four (4) forms, one for each of four (4) State standards

Name:	Date:	
Schools:	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 st Year Tenured

School Counselor/School Social Worker Standard:

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker - *Standard 6*

Specific goal(s) addressed by this plan:

Plan for implementation (includes strategies for school counselor/school social worker timelines, resources, or support):

Plan for monitoring progress:

Implementation signatures:

School Counselor/School Social Worker Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

Four (4) Pre-Evaluation forms Due Oct 15

Distribution: Evaluator, Evaluatee & Personnel file

FORM 1

SANTEE SCHOOL DISTRICT Formal Certificated Observation Track I

To be completed at least four (4) times during the evaluation year

School Counselor/School Social Worker:			Date:
Sites:	Day: M T W Th F	Beginning Time:	Duration of Observation:
Lesson Objective:			Subject of Activity Observed:

Observed: It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed. Check specific elements if appropriate.

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker - *Standard 6*

Supervisor's comments:

School Counselor/School Social Worker analysis & reflection of student learning:

Post conference summation:

School Counselor/School Social Worker Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

Evaluatee's signature does not constitute endorsement of evaluator's comments, but acknowledges that an observation has taken place.

Distribution: Evaluator, Evaluatee & Personnel file

FORM 2

SANTEE SCHOOL DISTRICT

Track I

Mid-Year Evaluation

Name:		Date:
Schools:	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 st Year Tenured

Feedback and recommendations of supervisor:

Satisfactory _____ **Making Progress** _____ **Unsatisfactory** _____

School Counselor/School Social Worker Signature: _____ Date _____

I intend to complete an Employee Comment, Reflections, or Feedback form. (Form 5)

Supervisor's Signature: _____ Date _____

Form due: January 31

FORM 3

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT

Track I

Final Evaluation

Name:		Date:
Schools:	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 st Year Tenured

Feedback and recommendations of supervisor:

Satisfactory _____ **Making Progress** _____ **Unsatisfactory** _____

School Counselor/School Social Worker Signature: _____ Date _____

I intend to complete an Employee Comment, Reflections, or Feedback form. (Form 5)

Supervisor's Signature: _____ Date _____

Form due: March 1

Distribution: Evaluator, Evaluatee & Personnel file

FORM 4

SANTEE SCHOOL DISTRICT

Track I

Employee Comments, Reflections, or Feedback (Optional)

Name:	Date:	
Schools:	Assignment/ Grade Level	(Include current year) <input type="checkbox"/> Temporary _____ years <input type="checkbox"/> Probationary _____ years <input type="checkbox"/> 1 st Year Tenured

Employee comments, reflections, or feedback:

School Counselor/School Social Worker Signature: _____ Date _____

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents. FORM 5

STA President

District Representative

Date

Date

SANTEE SCHOOL DISTRICT

Track II Evaluation

Purpose

Track II is designed to provide School Counselors/School Social Workers with a specific focus in their efforts to develop and strengthen their skills. The School Counselor/School Social Worker Standards reflect the goals and standards for School Counselor/School Social Worker excellence and sound educational practice. These standards assure that quality education is provided for all students and offer an opportunity for continual professional growth for School Counselor/School Social Worker.

Eligibility

- Permanent Employees not on an Assistance Plan
- Beyond 1st Year Tenured Employee

Desired Evaluation Outcomes

- Student learning
- Self reflection
- Continued professional development
- Collegiality and collaboration as an effective team member
- Instructional improvement
- Continued demonstration of competency

Evaluation Process

The final evaluation is an accumulation of data including, but not limited to:

- Classroom visitations
- Formal and informal observations
- School Counselor/School Social Worker and supervisor dialogues and conferences
- Evidence/artifacts demonstrating progress toward standards

Final Evaluation

The final evaluation is an opportunity for School Counselor/School Social Worker and supervisor to reflect on progress for the year, identify areas of strength and make recommendations for further growth. In addition to the data accumulated, the final evaluation includes a formal conference between School Counselor/School Social Worker and supervisor.

SANTEE SCHOOL DISTRICT Pre-Evaluation Form Plan to Demonstrate Competency Track II

Level 2 – Complete four (4) forms, one for each of 4 State standards

Level 3 – Complete two (2) forms, one for each of 2 State standards

Name:	Date:
Schools:	Assignment/ Grade Level:

School Counselor/School Social Worker Standard:

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker - *Standard 6*

Specific goal(s) addressed by this plan:

Plan for implementation (includes strategies for school counselor/school social worker timelines, resources, or support):

Plan for monitoring progress:

Implementation signatures:

School Counselor/School Social Worker Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

Four (4) Pre-Evaluation forms Due Oct 30

FORM 6

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT

Formal Certificated Observation

Track II

To be completed at least four (4) times during the evaluation year - Level 2

To be completed at least two (2) times during the evaluation year - Level 3

School Counselor/School Social Worker:		Date:	
Sites:	Day: M T W Th F	Beginning Time:	Duration of Observation:
Lesson Objective		Subject of Activity Observed:	

Observed: It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed. Check specific elements if appropriate. The four previously identified standards for the year should be checked at least once during the year.

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker - *Standard 6*

Evaluator's comments:

School Counselor/School Social Worker reflections regarding depth of student learning:

Post conference summation:

School Counselor/School Social Worker Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

Evaluatee's signature does not constitute endorsement of evaluator's comments, but acknowledges that an observation has taken place.

FORM 7

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT
Track II
Final Evaluation

Name: _____	Date: _____
Schools: _____	Assignment: _____

Feedback and recommendations of supervisor:

Satisfactory _____ **Making Progress** _____ **Unsatisfactory** _____

School Counselor/School Social Worker's Signature: _____ Date _____

I intend to complete an Employee Comment, Reflections, or Feedback form. (Form 8)

Supervisor's Signature: _____ Date _____

This form will be placed in the personnel file.

Form due: May 20

FORM 8

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT
Track II
Employee Comments, Reflections, or Feedback
(Optional)

Name:	Date:
School:	Assignment:

Employee comments, reflections, or feedback:

School Counselor/School Social Worker's Signature: _____ Date _____

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents. FORM 9

STA President

District Representative

Date

Date

SANTEE SCHOOL DISTRICT

Alternative Project Evaluation System

Purpose

The Alternative Evaluation process is designed to be a positive experience for the School Counselor/School Social Worker who has a desire to develop their own professional growth process by exploring areas that may not be addressed as effectively in a more traditional evaluation process. Specific areas for Alternative Evaluation projects will conform to the District Strategic Plan.

Eligibility

- School Counselor/School Social Worker in the Santee School District
- A mutually agreed upon project between School Counselor/School Social Worker and supervisor which conforms to the District's Strategic Plan
- School Counselors / School Social Workers on an assistance plan are not eligible

Desired Evaluation Outcomes

- Student learning
- Self reflection
- Continued professional development
- Collegiality and collaboration as an effective team member
- Instructional improvement
- Continued demonstration of competency

Project Components

- Connection to the District Strategic Plan Targets
- Mid-Year reflection
- Observations by peers and supervisor
- Evidence of student learning
- Project portfolio
- Feedback from peers and administrator(s)
- Possibility for replication/dissemination of learning

Examples

Some examples might be:

- In-depth service learning projects
- Integration of evidence based practice into school setting
- Development and implementation of strategies to help students with special needs
- School Counselor/School Social Worker research
- Advanced educational degree/certification

You are encouraged to design individual or collaborative team projects.

SANTEE SCHOOL DISTRICT

Alternative Evaluation System

Project Proposal

Name:	Date:
Schools:	Assignment/ Grade Level:

School Counselor/School Social Worker completes prior to conference. Add pages as needed.
(Provide two copies)

1. Briefly describe your professional philosophy.
2. Describe your proposal and how it relates directly to both student support and the District Strategic Plan Targets.
3. Explain your plan for peer and supervisor collaboration, feedback and observation. Include how you will disseminate information about your project.
4. What are your detailed criteria for evaluation? What evidence will you include in the project portfolio?
5. Specify tasks/benchmarks and months to be completed.

Timeline: 1 Year 2 Years

I agree to the project objectives outlined above.

School Counselor/School Social Worker's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

Form Due: October 15

FORM 10

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT
Alternative Evaluation System
Mid-Year Reflection

Name:	Date:
Schools:	Assignment/ Grade Level:

Summary of input from peers and supervisor:

Personal reflections:

School Counselor/School Social Worker's Signature _____ Date _____

Supervisor's Signature: _____ Date _____

Form Due: January 31
Distribution: Evaluator, Evaluatee & Personnel file

FORM 11

SANTEE SCHOOL DISTRICT Alternative Evaluation System End of Year Report

Name:	Date:
Schools:	Assignment
	Grade Level:

School Counselor/School Social Worker completes prior to conference:

1. Evaluate the extent and degree to which you accomplished your goals as set forth in your proposal.

2. Please write a short statement indicating how this project/research enhanced your professional growth.

3. How did your project/research impact student learning?

4. How would you change your project/research if you were to do it again?

5. How will you continue to use what you learned this year?

6. What are your plans for subsequent growth?

7. Other comments regarding this project or process.

School Counselor/School Social Worker's Signature: _____ Date _____

This form will be placed in the personnel file as part of the evaluation documents.
Form Due: May 20

Distribution: Evaluator, Evaluatee & Personnel file

FORM 12

SANTEE SCHOOL DISTRICT
Alternative Evaluation System
Final Evaluation

Name: _____	Date: _____
Schools: _____	Assignment Grade Level: _____

Feedback and recommendations of supervisor (Include response to all of the project components):

Satisfactory _____ **Making Progress** _____ **Unsatisfactory** _____

School Counselor/School Social Worker's Signature: _____ Date _____

I intend to complete an Employee Comment, Reflections, or Feedback form.

Supervisor's Signature: _____ Date _____

Conference and Form Due: May 30

Distribution: Evaluator, Evaluatee & Personnel file

FORM 13

SANTEE SCHOOL DISTRICT
Alternative Evaluation

Employee Comments, Reflections, or Feedback
(Optional)

Name:	Date:
Schools:	Assignment/ Grade Level:

Employee comments, reflections, or feedback regarding supervisor's Final Evaluation:

School Counselor/School Social Worker's Signature: _____ Date _____

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents.

FORM 14

STA President

District Representative

Date

Date

SANTEE SCHOOL DISTRICT

Assistance Plan

Purpose

The Assistance Plan is designed to provide the School Counselor/School Social Worker with specific needs, a clear focus and assistance in their efforts to improve and strengthen their skills. The School Counselor/School Social Worker Standards reflect the goals and standards for excellence and sound educational practice. These standards assure that quality education is provided for all students and offer an opportunity for continual professional growth for School Counselors/School Social Workers.

Eligibility

Permanent Employees not meeting all six (6) standards as documented through the evaluation process.

Desired Assistance Plan Outcomes

(Check all that apply)

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker – *Standard 6*

Evaluation Process

The final evaluation is an accumulation of data including, but not limited to:

- Classroom visitations
- Formal and informal observations
- School Counselor/School Social Worker/supervisor dialogues and conferences
- Evidence/artifacts demonstrating progress toward standards

Mid-Year Evaluation

The mid year evaluation is an opportunity for School Counselor/School Social Worker and supervisor to reflect on progress to date, identify areas of strength and make recommendations for further assistance. In addition to the data accumulated for the final evaluation, the mid year evaluation includes a formal conference between employee and supervisor.

Final Evaluation

The final evaluation is an opportunity for School Counselor/School Social Worker and supervisor to reflect on progress for the year, identify areas of strength, and make recommendations for further growth. In addition to the data accumulated, the final evaluation includes a formal conference between employee and supervisor.

SANTEE SCHOOL DISTRICT
Certificated Evaluation
Assistance Plan
One form for each area of concern

Name: _____	Date: _____
School: _____	Assignment/ Grade Level: _____

The Assistance Plan below identifies the area of concern:

School Counselor/School Social Worker Standard:

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker - *Standard 6*

Specific goal(s) for improvement:

Plan for assistance (includes strategies for School Counselor/School Social Worker timelines, resources, or support):

Plan for monitoring progress:

Evaluation Criteria/Evidence of Standard attainment:

Implementation signatures:

School Counselor/School Social Worker's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

FORM 15

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT Formal Certificated Observation Assistance Plan

To be completed at least four (4) times during the evaluation year

School Counselor/School Social Worker			Date:
Sites:	Day: M T W Th F	Beginning Time	Duration of Observation:
Lesson Objective:			Subject of Activity Observed:

Observed: It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed. Check specific elements if appropriate.

- Implement responsive services through the effective use of individual and small group counseling, consultation, and referral skills - *Standard 1*
- Promote and maintain a safe and supportive learning environment - *Standard 2*
- Plan, implement, and evaluate programs to promote academic, career, personal, and social development of students - *Standard 3*
- Collaborate and coordinate with school and community resources - *Standard 4*
- Utilize multiple sources of information to monitor and improve student behavior and assessment - *Standard 5*
- Develop as a professional School Counselor/School Social Worker - *Standard 6*

Supervisor's comments:

School Counselor/School Social Worker analysis and reflections of student learning:

Post conference summation:

School Counselor/School Social Worker's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

Evaluatee's signature does not constitute endorsement of evaluator's comments but acknowledges that an observation has taken place.

Distribution: Evaluator & Evaluatee

FORM 16

SANTEE SCHOOL DISTRICT
Assistance Plan
Mid-Year Evaluation

Name: _____	Date: _____
Schools: _____	Assignment/ Grade Level: _____

Feedback and recommendations of supervisor:

Satisfactory _____ **Making Progress** _____ **Unsatisfactory** _____

School Counselor/School Social Worker's Signature: _____ Date _____

I intend to complete an Employee Comment, Reflections, or Feedback form.

Supervisor's Signature: _____ Date _____

Form due: January 31

FORM 17

Distribution: Evaluator, Evaluatee & Personnel file

SANTEE SCHOOL DISTRICT
Assistance Plan
Final Evaluation

Name: _____	Date: _____
Schools: _____	Assignment/ Grade Level: _____

Feedback and recommendations of supervisor:

Satisfactory _____ **Making Progress** _____ **Unsatisfactory** _____

School Counselor/School Social Worker's Signature: _____ Date _____

I intend to complete an Employee Comment, Reflections, or Feedback form.

Supervisor's Signature: _____ Date _____

Form due: May 20

Distribution: Evaluator, Evaluatee & Personnel file

FORM 18

SANTEE SCHOOL DISTRICT
Assistance Plan
Employee Comments, Reflections, or Feedback
(Optional)

Name:	Date:
Schools:	Assignment/ Grade Level:

Employee comments, reflections, or feedback:

School Counselor/School Social Worker's Signature: _____ Date _____

If utilized by the employee, this form must be forwarded by the employee to the Human Resources Department to be placed in the personnel file with the evaluation documents.

FORM 19