The Annual Professional Staff Performance Evaluation has a dual purpose:

**Evaluation of Performance**

and

**Professional Growth**

### Criteria and Assessment Methods

The following Professional Performance Evaluation plan will be utilized with the *counseling professional staff.*

The counseling department will utilize the Charlotte Danielson Enhancing Professional Practice; A Framework for Teaching 2nd Ed. 2011 rubrics. Domains will include:

1. Planning and Preparation
2. The Environment
3. Delivery of Services
4. Professional Responsibilities

### Probationary

**Frequency of Evaluations**

Staff will be evaluated a minimum of 2 times annually and provided with a written report following “Observation/Summative Evaluation” guidelines:

- At least 1 evaluation will be completed by December 1st or within 2 months of initiation of employment. By October 1st but also prior to the initial observation, the supervisor will meet with the counselor to determine the date of the initial observation.
- Frequency for the remaining evaluation will be at least a month after the previous written evaluation is provided and at least a month after the previous evaluation date prior to June 1st.
- The duration of formal observations shall be one (1) session or forty-five (45) minutes, whichever is less, unless alternate arrangements are mutually agreed upon by the supervisor and staff at the pre-conference.
- If a staff member requests an additional evaluation/observation by March 1st, the eligible staff must already have received at least one observation/evaluation report where the ratings project the possibility that the Professional Staff may be on track for an Unsatisfactory or Basic overall rating.
Mentoring

- Mentors will be assigned all new staff as per BOCES Mentoring Guidelines
- Department Chair will be notified of that assignment.

**Tenured/Permanent Appointment**

Frequency of Evaluations

Tenured/Permanent Appointed staff will develop a Professional Growth Plan annually with a summative evaluation every 3 years, or as requested by counselor and administration. If a staff member requests an additional evaluation by March 1st, the eligible staff must already have received at least one evaluation report where the ratings project the possibility that the Professional Staff may be on track for an Unsatisfactory or Basic overall rating.

**Professional Growth Plan**

A Professional Growth Plan will enhance the counselor's practice to include goals, impact on students, action plan to meet goals, data/evidence, obstacles, resources and support needed from supervisor.

- Professional Growth Plan methods may include:
  - Self-evaluation
  - Collaboration with other professionals
  - Professional portfolio
    a. The portfolio review may include, but is not limited to:
       - A video or audio tape of therapy performance (with parental written consent)
       - Sample therapy plans
       - Samples of student work or activities
       - Student assessment instruments
       - Professional staff’s reflection on therapy/job performance
  - Peer coaching
  - Mentoring
  - Video taping
  - Professional Development

- Specific procedures and timelines will be adhered to following evaluation guidelines
- The counselor will complete rubric self-evaluation tool to assist in determining potential goals for professional growth. Indicate level of performance by dating each element on the rubric
- The counselor will analyze previous Professional Growth Plans and summative evaluation to determine potential goal(s) for professional growth. Choose specific components of one domain on which to focus for the school year.
- The counselor will complete a draft of the Professional Growth Plan Initial worksheet form by October 1. ([Professional Growth Plan Initial worksheet](#))
- The supervisor and counselor will schedule and complete a goal setting meeting by October 1st.
• By October 1st, the supervisor will meet with the counselor to review the goal. The mid-year conference date and end of year conference date will also be scheduled at that time.
• The counselor will submit a finalized, signed copy to the supervisor within one week of goal-setting conference.
• The counselor will implement the Professional Growth Plan.
• Supervisor and the counselor will meet mid-year to discuss progress toward the completion of the plan (Mid-Year Conference Notes).
• The counselor will submit a written Professional Growth Plan Summary to support completion of the Professional Growth Plan to the supervisor prior to final meeting.
• The counselor and the supervisor will meet to review the written summary of the Professional Development Plan.
• The “Annual Professional Staff Evaluation/ Professional Growth Summary” will be completed by the administration and placed in the professional staff’s personnel file.
• The summary will include the following:
  ▪ Overview of the goal
  ▪ Self-reflective assessment regarding the strengths and areas to improve in accomplishing the goal and professional growth.
  ▪ Discussion how goal enhanced student outcomes
  ▪ Additional highlights & professional development activities of the past school year.

**Observation/Summative Evaluation**

**Observation/Summative Evaluation will include the following:**

- By October 1st but also prior to the initial observation, the supervisor will meet with the counselor to determine the date of the initial observation.

- Prior to the scheduled pre-observation conference, the supervisor will request the on-site supervisor and/or the district administrator(s), whichever is applicable, to complete the Danielson Rubric for School Counselors based on incidental observations of the counselor. The supervisor will be responsible for collecting the completed rubric(s).

- If a staff member requests an additional evaluation/observation by March 1st, the eligible staff must already have received at least one observation/evaluation report where the ratings project the possibility that the Professional Staff may be on track for an Unsatisfactory or Basic overall rating.

- Pre-observation Conference: Prior to the pre-observation conference, the counselor will complete the Counseling Department Self Evaluation Tool. During the pre-evaluation conference, the counselor will discuss his/her self evaluation with the supervisor (the self evaluation tool is for discussion purposes only. It is not to be turned in to the supervisor). In order to complete the Danielson Rubric, the supervisor may request that the counselor supply additional evidence as indicated in the rubric (i.e., record keeping).
Observation: At the time of the initial Professional Growth Plan meeting, the supervisor and counselor will mutually agree upon the type of observation that will be conducted as one of the following: group, classroom, incidental, individual session or videotaped individual session. The videotaped and individual session will require written parental consent. If the counselor has attempted but is unable to obtain written consent, one of the alternative observation options would be decided upon. Incidental observations are instances in which the counselor is performing his/her job duties as indicated in the rubric (i.e., responding to a student in crisis; conducting an ad hoc group to resolve a conflict among students; working with a family or difficult parent situation; facilitating a team meeting; conducting case management with agency personnel).

The duration of formal observations shall be one (1) session or forty-five (45) minutes, whichever is less, unless alternate arrangements are mutually agreed upon by the supervisor and staff at the pre-conference.

If a video-taped session is chosen as the form of the observation, the counselor would provide an overview of the session to the supervisor during the pre-observation conference. Using the criteria for evaluating an individual session, which is attached, the supervisor would then evaluate the videotaped session with the counselor present. After the viewing, the tape would remain in the counselor's possession.

Post-evaluation conference: The supervisor will review the observation and the results of the rubric evaluation with the counselor and provide verbal feedback. The completed rubric will also include the on-site supervisor and/or district administrator feedback.

Write up to include summary and feedback which will also include the on-site supervisor and/or district administrator feedback regarding the following Domains:
1. Planning and Preparation
2. The Environment
3. Delivery of Services
4. Professional Responsibilities
   and
5. Summary of Professional Growth Plans from the previous 3 years
6. Recommendations for improvement

Staff may attach comments to the write-up to be included in their personnel file. Professional Performance Evaluation document will be placed in the professional staff member's personnel file.

Professional Staff Performance Improvement Plan

Whenever an administrator has determined a professional staff's overall performance, or a significant area of performance, to be unsatisfactory, the Professional Staff Performance Improvement Plan shall be used. Determination of
unsatisfactory performance shall be made and documented by an administrator using established methods of observation/evaluation.

- Once such determination has been made, a Professional Staff Performance Improvement Plan shall be initiated and a conference scheduled with the professional staff to obtain his/her input. The professional staff may request representation from the professional staffs’ Association at this conference. Once the Professional Staff Performance Improvement Plan has been developed, in consultation with the professional staff, and signed by the staff member and administrator, it will be placed in the professional staff’s personnel file. The professional staff has the right to comment on the plan and such comments will be attached to the plan.

- An Association Co-President will be informed of each plan developed.

- When the outcome of the Professional Staff Performance Improvement Plan is evaluated, according to the schedule/date indicated in the plan, the results shall be documented in writing and placed in the professional staff’s personnel file.

- Professional Staff Improvement Plan worksheet attached.