

STOCKTON UNIFIED SCHOOL DISTRICT  
EVALUATION FORM  
ADULT EDUCATION COUNSELOR

Name:  Site:

Pre Evaluation Conference    Date: \_\_\_\_\_     Mid Year Evaluation    Date: \_\_\_\_\_     Final Evaluation    Date: \_\_\_\_\_

Adult Education Counselors provide a range of services to students, parents, teachers, administrators and other school personnel, student's families and regional agencies which support the educational process. The intent of these services is to facilitate the learning process for students.

Rating Criteria:

- |    |  |                     |
|----|--|---------------------|
| 4. | Experienced practice that Exemplifies the Standard | (Commendable)       |
| 3. | Maturing Beginning Practice                        | (Satisfactory)      |
| 2. | Developing Beginning Practice                      | (Needs Improvement) |
| 1. | Practice Not Consistent with Standard Expectations | (Unsatisfactory)    |

	4	3	2	1
<b>I. KNOWLEDGE</b>				
1. Demonstrates knowledge of Adult Education policies, procedures and programs.				
2. Has a good working knowledge of computer systems such as Excel, Word, Power Point, Outlook and Student Information Systems.				
3. Is aware of community resources.				
4. Is informed of student assessment practices and able to interpret test data.				
5. Has knowledge of leadership strategies and techniques.				
6. Understands scheduling procedures and practices.				
<b>II. PROGRAM</b>				
1. Organizes and conducts student registration and orientation.				
2. Ensures that students are placed in the appropriate educational program (ABE, ASE, GED, ESL or CTE).				
3. Provides proper placement of HS Diploma students in classes needed to meet district graduation requirements.				
4. Works with administrators, district departments, high schools and community agencies as needed to carry out guidance functions.				
5. Provides students with appropriate counseling/intervention services.				
<b>III. COMMUNICATION</b>				
1. Communicates clearly and effectively and relates well to students, staff, administration and others.				
2. Facilitates communication with a variety of persons and agencies.				
3. Provides pertinent information regarding Adult Education to district high school counselors.				
<b>IV. SUPPORT</b>				
1. Provides guidance to staff members in resolving problems.				
2. Supports teachers in various settings (e.g. classroom, teacher/student conference, etc.).				

	4	3	2	1
<b>V. WORK HABITS/RELATIONSHIPS</b>				
1. Flexibility.				
2. Dependability.				
3. Ability to work without supervision.				
4. Works well with others.				
<b>VI. RESEARCH</b>				
1. Makes informed decisions.				
2. Provides data as needed.				
<b>VII. PROFESSIONAL GROWTH</b>				
1. Participates in activities that promote professional growth.				
<b>VIII. OTHER</b>				
1. Performs adjunct duties by mutual agreement as prescribed in Article 6.1.1 (c) of the collective bargaining agreement.				

EVALUATOR'S  
COMMENTS:

**FINAL EVALUATION RATING**

Commendable

Satisfactory

Needs Improvement

Unsatisfactory

**EVALUATOR'S RECOMMENDATION**

\_\_\_\_\_ I recommend this Adult Education Counselor for continued employment in their present position.

\_\_\_\_\_ I recommend a probationary period to improve performance for this Adult Education Counselor position. An improvement plan is attached.

SELF  
IMPROVEMENT  
GOALS:

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Education Counselor Signature

\_\_\_\_\_  
Date