

STOCKTON UNIFIED SCHOOL DISTRICT  
EVALUATION FORM  
HIGH SCHOOL GUIDANCE CHAIRPERSON

Name:  Site:

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

High School Guidance Chairpersons 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. Has a proficient knowledge of laws related to minors.				
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 aware of student assessment practices and interpretation of test data.				
5. Has a proficient knowledge of leadership strategies and techniques.				
6. Understands scheduling procedures and practices.				
<b>II. PROGRAM</b>				
1. Monitoring of intervention services prescribed by the site Student Assistance Program (SAP) team.				
2. Provides oversight to the high school counselors in relation to roles and responsibilities.				
3. Participates in the development of the master schedule as determined by site principal or designee.				
4. Organizes orientations, registration and scheduling activities for the guidance department.				
5. Oversees the appropriate placement of students in classes necessary to meet graduation and college entrance requirements				
6. Works with administrators, district departments, community agencies as necessary to carry out guidance functions.				
<b>III. COMMUNICATION</b>				
1. Communicates clearly and effectively and relates well to students, staff, parents and others.				
2. Facilitates communication with parents, administrators, students and counseling staff.				
3. Accesses and relays pertinent information from district departments and site administration to guidance staff.				
<b>IV. SUPPORT</b>				
1. Provides guidance to staff members in resolving problems.				
2. Serves as mentor/coach for high school counselors.				

	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 to facilitate program projections.				
<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 High School Guidance Chairperson for continued employment in their present position.

\_\_\_\_\_ I recommend a probationary period to improve performance for this High School Guidance Chairperson position. An improvement plan is attached.

SELF  
IMPROVEMENT  
GOALS:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Guidance Chairperson Signature

\_\_\_\_\_  
Date