

**OFFICE OF CATHOLIC SCHOOLS AND CENTERS
DIOCESE OF ST. PETERSBURG
School Counselor Evaluation Tool**

DIRECTIONS

- 1. The administrator and counselor should review the competencies listed in the current School Counselor JOB DESCRIPTION to facilitate the accurate completion of this evaluation tool.**
- 2. The evaluation will be completed by the administrator.**
- 3. A Self- evaluation will be completed by school counselor utilizing the same tool.**
- 4. The school counselor's performance will be rated in each competency using the following scale:**
 - = Consistently**
 - = Frequently**
 - = Sometimes**
 - = Never**
 - = Not Applicable**
- 5. A space for appropriate commendations, recommendations and additional comments has been provided.**
- 6. The administrator and counselor will develop agreed upon goals and expectations.**
- 7. Signatures will be provided.**
- 8. A copy of the evaluation should be provided to the counselor.**
- 9. The original should be placed in the personnel file.**