

**SUMMARY OF EVALAUTION OF THE
GUIDANCE COUNSELLOR**

(Confidential)

NAME OF TEACHER: _____ SCHOOL: _____

STATUS: _____ EXPERIENCE: _____ (YRS)

DEPARTMENT: _____

NAME OF EVALUATION TEAM:

**To be completed by the principal and deputy principal in
consultation with the Guidance Counsellor**

A.	LEADERSHIP AND MANAGEMENT	COMMENTS
1.	Shares responsibility for setting tone, implementing School policy.	
2.	Supports policy on attendance and punctuality.	
3.	Maintains accurate up-to-date departmental records.	
4.	Establishes and maintains systems for handling organizational tasks.	
B.	CURRICULUM	COMMENTS
1.	Facilitates the development and implementation of the curriculum in Guidance and Counselling.	
2.	Assists with the revision, modification and adaptation if the syllabus to meet the special needs of students.	
3.	Evaluates the appropriateness of the Guidance Counselling curriculum through objective measuring criteria.	
4.	Assumes responsibility for liaising with places of employment for the purpose of exploring occupations, on-the-job experiences, on-the-site visits and tours and placement.	

C.	DISCIPLINE	COMMENTS
1.	Supports the schools' program to improve discipline among students.	
D.	PASTORAL CARE	COMMENTS
1.	Establishes appropriate procedure for assessing the social and personal characteristics of students in the areas of aptitudes, attitudes, interests and values.	
2.	Helps in the responsibility for administration of the schools' benevolent program.	
3.	Assists in providing information to future consultation between school personnel and parents.	
4.	Assumes responsibility for referring students for further assistance to student services or to an appropriate social agencies.	
5.	Assumes responsibility for counseling students in matters of personal, social, educational and career concerns.	
6.	Assumes responsibility for consulting with other members of staff relating to students' problems and difficulties.	
E.	COMMUNICATION	COMMENTS
1.	Maintains a high level of confidentiality concerning personal matters of students.	
2.	Apprises the Principal of pertinent information relevant to students.	
3.	Reports to Principal of situations which would endanger the student or the lives of other students.	
4.	Participates in conferences with staff, parents, Ministry of Education, Youth Affairs and Sports and community personnel in accordance with policy.	

Evaluation Team Signatures

Peer (if present)

_____ Date _____

Principal's/Deputy Principal's General Comments

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Principal's/Deputy Principal's
Signature

_____ Date _____

GUIDANCE COUNSELLOR COMMENTS

All administrators have the right to respond to any comment(s)/assessment(s) with which they do not agree

I have been interviewed by an Evaluation Team and have received a copy of this Evaluation Report.

YES

NO

Guidance Counsellor's
Signature

_____ Date _____