

Summative Evaluation of Counselor Trainee by On-Site Supervisor

The University of La Verne School Counseling Program

Counselor Trainee Name: _____ Site Supervisor Name: _____

School Site: _____ District: _____

Please rate the counselor trainee's level of competency in each of the following areas by checking the appropriate box. A rating of **Competent** or higher in each area indicates the counselor trainee is proficient and ready to perform as a beginning professional counselor in the public schools or in an agency. A rating of **Emerging** or **Not Present** indicates the counselor trainee is in need of additional guidance or training by the University. **No opportunity** indicates the on-site supervisor did not have an opportunity to observe this skill.

1=Not present 2= Emerging 3=Competent 4=Exceptional N/O= No opportunity

Personal/Social	1	2	3	4	N/O
1. Is sensitive to student feelings					
2. Has good rapport with students					
3. Initiates interactions with students					
4. Respects freedom of choice					
5. Demonstrates cultural sensitivity					
6. Integrates cultural knowledge when counseling students					
7. Developed a consistent theoretical approach for understanding behavior					
Career	1	2	3	4	N/O
1. Helps students link academic achievement to college/career readiness					
2. Understands career clusters/ pathways and career choice theories					
3. Demonstrates knowledge of appropriate developmental levels for school-based career development strategies					
Academic	1	2	3	4	N/O
1. Demonstrates a belief that all students can learn					
2. Helps establish positive learning environments					
3. Advocates for all students of differing cultural backgrounds					
Assessment	1	2	3	4	N/O
1. Ability to use data from student information system to determine counseling interventions					
2. Understands the influence of multiple factors that affect student achievement					
3. Assesses and interprets common and unique student needs using student information system data					
4. Ability to evaluate student behavior via classroom observations					
5. Ability to critically analyze student/school data from student information system (e.g., attendance, achievement data)					
Family/School Interactions	1	2	3	4	N/O
1. Conducts effective parent consultation					
2. Conducts parent workshops					
3. Respects the diverse needs and cultural backgrounds of families					

4. Demonstrates a knowledge of available community resources					
Pupil Support Systems, Team Building, Professional Leadership	1	2	3	4	N/O
1. Demonstrates an awareness of the school counselor's role in the school setting					
2. Functions in an organized manner					
3. Completes duties in a timely manner					
4. Seeks and accepts supervisory feedback					
5. Communicates effectively in speech and writing					
6. Provides effective teacher consultation					
7. Encourages collaboration among all school personnel					
8. Demonstrates professionalism in interactions, appearance, and behaviors					
School Safety and Violence Prevention	1	2	3	4	N/O
1. Understands policies and procedures of the school safety plan					
2. Exhibits knowledge of mandated reporting and prevention programs					
Advocacy, Ethics, Legal Mandates	1	2	3	4	N/O
1. Maintains confidentiality at all times					
2. Demonstrates awareness and sensitivity to ethical issues					
3. Demonstrates an understanding of legal issues in school counseling					
4. Personal behavior is consistent with ethical guidelines					
5. Advocates for equity and access for every student					
Research, Program Design & Evaluation, Technology	1	2	3	4	N/O
1. Participates in school improvement planning process					
2. Uses evidence-based research to design program components					
3. Uses technology effectively (e.g., school info system, internet, spreadsheets, etc.)					
4. Demonstrates knowledge of ASCA National Model and California State Standards					
5. Maintains current knowledge and skills through professional development					
6. Conducts effective classroom guidance lessons					
7. Conducts effective small group counseling					
8. Ability to evaluate counseling strategies, interventions, etc.					

Additional comments regarding counselor trainee's overall competence as a school counselor trainee:

Please note any specific suggestions for improvement:

Signature of On-Site Supervisor _____ Date _____