



T U L S A

PUBLIC SCHOOLS

TLE Observation Form

Counselors

2014-2015

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Educator Name: _____ School Name _____

Evaluator Name: _____

	Obs. 1	Obs. 2	Obs. 3
Date			
Obs. Conf. Date			
Educator's Initials			
Observer's Initials			

#	Domain Indicator	Indicator No.	Observer's Coding: 3, +, -, N/A, or N/O.	Dimension
		3 — Effective	Obs. 1 Obs. 2 Obs. 3	
<p>Rubric's description of professional proficiency at a 3-Effective level.</p> <p>Note: The observation rating should reflect the evaluator's intentional study and analysis of the teacher's classroom performance and other factors that quantify the impact of the educator—up to, and including, the date of the classroom observation.</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

#	Domain	Indicator No.	Observer's Coding: 3, +, -, N/A, or N/O.	Dimension
1	Counselor Center Management			Work Area Environment
<p>The Counselor will optimize the physical learning environment to assure efficacy / student learning advantage in alignment with counseling management best practices.</p>				
		3 — Effective	Obs. 1 Obs. 2 Obs. 3	
<p>The counseling center is organized for providing learning / counseling opportunities, order, cleanliness, safety and ease of traffic flow.</p> <p>Physical resources are well placed in locations that enhance their functions and do not interfere with other functions.</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

2	Domain: Counselor Center Management	Dimension: Comprehensive Counseling Plan		
The Counselor plans for delivery of the school's counseling plan relative to short term and long term objectives.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
<p>Delivers district-provided curriculum (e.g., 2nd step, bully proofing) to all students.</p> <p>Coordinates ongoing systemic activities to help students on an individual and small group basis.</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

3	Domain: Counselor Center Management	Dimension: Building Climate		
The school counselor contributes to a positive school climate by taking a proactive role in creating a safe, orderly and positive school environment.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
<p>School counselor assesses school's strengths and deficiencies regarding students' suspensions, discipline referrals, etc. and designs interventions to address these.</p> <p>School counselor communicates strengths and deficiencies of school climate issues to stakeholders (e.g. faculty/staff, parents, and community partners.)</p> <p>School counselor contributes to a healthy school climate by implementing, and assessing evidence-based practices to address school's areas of concerns.</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

4	Domain: School Counseling Effectiveness	Dimension: Monitors Student Progress		
School Counselor monitors student progress to maximize student achievement.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
Has a consistent system for ensuring that students meet district promotional criteria.				
Informs parents / guardians that a student needs intervention(s) to meet with school success.				
Communicates progress to parents/guardians in a consistent and reliable manner.				
Provide students referrals to summer school programs, tutoring, mentoring, etc. Informs parents of possible retention.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

5	Domain: School Counseling Effectiveness	Dimension: Accountability Reports		
School Counselor demonstrates accountability.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
School counselor accesses baseline data to show areas of school need in regard to attendance, discipline and achievement.				
School counselor demonstrates accountability for time spent working with students.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

6Domain: **School Counseling Effectiveness**Dimension: **Consults and Collaborates**

The School Counselor creates a professional receiving / open climate so as to insure that Faculty and Staff actively solicit the counselor’s special expertise in students’ emotional, career and academic progress.

3 – Effective**Obs. 1****Obs. 2****Obs. 3**

The school counselor volunteers to participate in school committees, e.g. school improvement teams, school safety teams, professional development teams, to collaborate and consult on progress in student personal/social, career – college readiness, and academic growth.

The school counselor contributes to the achievement of students through consultation as requested with faculty and parents on student personal/social, career – college readiness, and academic growth.

School counselor establishes contact with outside agencies and school community partners to respond to student crisis.

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.

7Domain: **School Counseling Effectiveness**Dimension: **Student Assessment (testing, surveys)**

School Counselor participates in the school-wide assessment program.

3 – Effective**Obs. 1****Obs. 2****Obs. 3**

School counselor attends all mandatory meetings required at the building level related to student assessment.

School counselor attends district mandatory meetings required for building level assessments.

School counselor, in collaboration with other assigned personnel, plans and executes an effective building assessment program.

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.

8	Domain: School Counseling Effectiveness	Dimension: Skills and Temperament		
School Counselor exhibits the skills and temperament to manage students' crises.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
Demonstrates calm and confidence when confronted with student crises (child abuse, student suicide ideation, student trauma, etc.)				
School counselor shows understanding, confidentiality and compliance of school board policy when dealing with student crisis.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

9	Domain: School Counseling Effectiveness	Dimension: Behaviors and Efficiencies		
Exhibits behaviors and efficiencies associated with professionalism.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

10	Domain: Professional Growth and Continuous Improvement	Dimension: Strategy		
Uses professional growth as a continuous improvement strategy.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
Participates in the required minimum hours of professional development updating their content knowledge and current professional practice				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

11	Domain: Interpersonal Skills	Dimension: Interactions and Communications
Effective interactions and communications with stakeholders.		

	3 — Effective	Obs. 1	Obs. 2	Obs. 3
<p>Interacts with families in a timely, consistent, positive and professional manner.</p> <p>Complies with school procedures for communicating with families and makes an effort to engage families in the educational program.</p> <p>Uses effective communication skills with students. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, positive, and rarely requires further explanations.</p> <p>Collaborates appropriately and makes decisions that reflect genuine professional consideration.</p> <p>Providing parental educational opportunities via multiple venues including, but not limited to newsletters, parent workshops</p>				

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.

12	Domain: Interpersonal Skills	Dimension: Fair Share Duties
Counselor participates in Fair Share Duties and Responsibilities.		

	3 — Effective	Obs. 1	Obs. 2	Obs. 3
<p>School counselor understands the counseling role and accepts a portion of fair share duties and responsibilities to ensure the smooth functioning of the building.</p>				

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.

13	Leadership	Dimension: Involvements				
School Counselor leads and participates in school-wide efforts to involve parents.						
3 — Effective				Obs. 1	Obs. 2	Obs. 3
Participates in school events when asked.						
Participates in school and district projects when asked.						
Finds ways to contribute to the profession and follows through.						
Comments:						
Insert comments, dates, observation notes, evidence collected to date, etc.						

14	Leadership	Dimension: Advocating Equity				
School Counselor advocates effectively for equity issues affecting the educational progress of students.						
3 — Effective				Obs. 1	Obs. 2	Obs. 3
Finds ways to contribute to the profession and follows through.						
Assumes a proactive role in addressing student needs by making consistent attempts at removing any and all barriers confronting the life of a child.						
Comments:						
Insert comments, dates, observation notes, evidence collected to date, etc.						