



West Windsor-Plainsboro Informal Counselor Observation 2010-2011

Counselor: _____ School(s): _____ Evaluator: _____ Date of Observation: _____	Grade Level: _____ School Year: _____ Period of Observation: _____
--	---

Planning and Preparation:

1a: Demonstrating knowledge of counseling theory and techniques	
Description:	
Evidence:	
1b: Demonstrating knowledge of child and adolescent development	
Description:	
Evidence:	
1c: Establishing goals for the counseling program appropriate to the setting and the students served	
Description:	
Evidence:	
1d: Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	
Description:	
Evidence:	
1e: Planning the counseling program, integrated with the regular school program, including developmental guidance, intervention, and responsive services	
Description:	
Evidence:	
1f: Developing a plan to evaluate the counseling program	

Mission Statement: *Valuing our tradition of excellence, develop all of our students as passionate, confident, lifelong learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.*

Description:	
Evidence:	

Environment:

2a: Creating an environment of respect and rapport	
Description:	
Evidence:	
2b: Establishing a culture for productive communication	
Description:	
Evidence:	
2c: Managing routines and procedures	
Description:	
Evidence:	
2d: Establishing standards of conduct and contributing to the culture for student behavior throughout the school	
Description:	
Evidence:	
2e: Organizing physical space	
Description:	
Evidence:	

Delivery of Service:

3a: Assessing student needs	
Description:	
Evidence:	
3b: Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs	
Description:	
Evidence:	
3c: Using counseling techniques in individual and classroom programs	
Description:	
Evidence:	
3d: Brokering resources to meet needs	
Description:	
Evidence:	
3e: Demonstrating flexibility and responsiveness	
Description:	

Evidence:	
-----------	--

Summary and Recommendations: