



**West Windsor-Plainsboro  
Formal Counselor Observation  
2010-2011**

<b>Counselor:</b> _____ <b>School(s):</b> _____ <b>Evaluator:</b> _____  <b>Date/Period of Observation:</b> _____	<b>Grade Level:</b> _____  <b>School Year:</b> _____ <b>Date of Pre Conference:</b> _____ <b>Date of Post Conference:</b> _____
<div style="display: flex; justify-content: space-between;"><div><b>Check one:</b></div><div><b>Tenured:</b> <input type="checkbox"/></div><div><b>Non-Tenured:</b> <input type="checkbox"/></div></div>	
_____ <i>Counselor</i>	_____ <i>Date</i>
_____ <i>Administrator</i>	_____ <i>Date</i>
_____ <i>Administrator</i>	_____ <i>Date</i>

**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.*

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**Lesson Overview:**

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**Planning and Preparation:**

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

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**Environment:**

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2a: Creating an environment of respect and rapport	
Description:	
Evidence:	
Comments:	
2b: Establishing a culture for productive communication	

Description:	
Evidence:	
Comments:	
2c: Managing routines and procedures	
Description:	
Evidence:	
Comments:	
2d: Establishing standards of conduct and contributing to the culture for student behavior throughout the school	
Description:	
Evidence:	
Comments:	
2e: Organizing physical space	
Description:	
Evidence:	
Comments:	

**Delivery of Service:**

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

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**Summary and Recommendations:**

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