

## School Counselor: Formative and Summative Evaluations

*\*Ensure you have selected ADEPT 2020, School Counselor, and the correct Contract/Evaluation Level for the educator in “settings.”*

### Orientation

Status

Settings

EVALUATION

**Orientation**

Plan

Goals

Annual Calendar

Observations

Summary

Evaluation Conferences

Professionalism

Attachments

Results

 Educator Profile

 Request Correction

#### Orientation

 Edit  Delete

The school district must ensure that all educators scheduled for formal evaluation receive a comprehensive orientation to the ADEPT model prior to the beginning of the evaluation process. The orientation may be presented to the educators in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the evaluation instrument, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each educator must be informed of the names of the members of his or her evaluation team.


✓

I have received an orientation to the district's approach to the Expanded ADEPT evaluation model

I did not require an orientation to the district's approach to the Expanded ADEPT evaluation model

Orientation Date


#### Signatures

 Add my signature

Note: School Counselors must sign their orientation for the evaluation process to begin (Educator signature only).

- ***The “Summary” option will be visible to IMPORT DISTRICTS ONLY. All other districts will NOT see this option on the left side menu.***

## School Counselor Plan



Status	School Counselor Plan	
Settings		
EVALUATION		
Orientation		
<b>Plan</b>		
Goals		
Annual Calendar		
Observations		
Summary		
Evaluation Conferences		
Professionalism		
Attachments		
Results		
<a href="#">Educator Profile</a>		

### Role and Responsibilities

Describe how you will support and help to accomplish the School Counseling Program Goal(s).

You have 4000 characters remaining

**Caseload Defined by:**

Indicate how students are assigned to your caseload.


[ blank ]

**Caseload Details**

Please provide information on your caseload selection.

Note: School Counselors need to complete the School Counselor Plan. Then a preliminary approval conference is held and signed by the educator and evaluation team. Following this there needs to be a Preliminary Evaluation Conference, and Final Evaluation Conference. (Signatures, results, and comments are required)

## Student Growth Goals and Professional Goals



[Status](#)[Settings](#)

EVALUATION

[Orientation](#)[Plan](#)[Goals](#)[Annual Calendar](#)[Observations](#)[Summary](#)[Evaluation Conferences](#)[Professionalism](#)[Attachments](#)[Results](#)

[Educator Profile](#)[Request Correction](#)

### Student Growth Goals

[Add Goal](#) [Restore Goal](#)

The Student Growth Goal (SGG) reflects how the school counselor collects and uses school data to identify student needs for a target group and writes goals that align with the school counseling program. The SGG is required every year, whether the evaluation is Formative, Summative, or Goals-Based and serves as the school counselor's Professional Growth and Development Plan.

There are no student growth goals.

### Professional Goals

[Add Goal](#) [Restore Goal](#)


Per 59-26-40, educators at the annual and continuing-contract levels must establish an individual professional growth and development plan. Professional Goals can serve as the professional growth and development or be used to support educators' development:

- Formatively as GBE goals for growth and reflection for special area educators or other educators that don't meet SLO business rules,
- As a component of a goals-based, summative, or formative evaluation, or to
- Address areas of weakness.

There are no professional goals.

Note: School Counselors need to complete the Student Growth Goals and/or Professional Goals. Then a Preliminary Review is held and signed by the educator and evaluation chair. Following there needs to be a Mid-Year review and Final Review. (Signatures, results, and comments are required within the Goals document(s).)

## Annual Calendar



[Status](#)[Settings](#)

EVALUATION

[Orientation](#)[Plan](#)[Goals](#)[Annual Calendar](#)[Observations](#)[Summary](#)[Evaluation Conferences](#)[Professionalism](#)[Attachments](#)[Results](#)

[Educator Profile](#)

### Annual Calendar

[Add](#)

School Counselor Annual Calendar

The Annual Calendar provides school counselors a blueprint to organize and manage the activities of the program. Additionally, Annual calendars provide a time frame for scheduling resources to include students, staff and stakeholders. With well-organized annual calendars, school counselors develop a systematic way to implement and deliver the state's school counseling comprehensive plan. The Annual Calendar is required for Formative and Summative evaluations, but is not required for Goals-Based evaluations.

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Note: School Counselors need to complete the Annual Calendar. Be sure to click “Save” when finished. (No signatures are required.)

## Observation Forms

Status  
Settings  
EVALUATION  
Orientation  
Plan  
Goals  
Annual Calendar  
**Observations**  
Summary  
Evaluation Conferences  
Professionalism  
Attachments  
Results

 Educator Profile

### Observation Forms

#### Preliminary Observations (Fall Semester)

The purpose of the observations is to gather information about the school counselor's typical performance. In the interest of maintaining confidentiality of students, all observations of the school counselor are announced. Each observation must cover a complete session and must address all Indicators identified in the Planning, Program Management, and Direct/Indirect Services Domains as appropriate. Small group session observations made as part of the data-collection process must be conducted and documented by certified school counselors only.

 Add Observation  Add Walkthrough  Restore

#### Final Observations (Spring Semester)


The purpose of the observations is to gather information about the school counselor's typical performance. In the interest of maintaining confidentiality of students, all observations of the school counselor are announced. Each observation must cover a complete session and must address all Indicators identified in the Planning, Program Management, and Direct/Indirect Services Domains as appropriate. Small group session observations made as part of the data-collection process must be conducted and documented by certified school counselors only.

 Add Observation  Add Walkthrough  Restore

Note: All observations of the school counselor are announced. Within the Observation Forms are the pre-conference planning sheets and post-conference forms. After the observation, the evaluator releases the self-score for the School Counselor to complete. Post conference is held with areas of refinement and reinforcement discussed.

## Pre-Conference Required Questions

Observation  
**Pre-Conference**  
Post-Conference  
Attachments

 Back to evaluation

### Pre-Conference Planning Sheet

The purpose of the pre-conference is to collect evidence related to planning and to give the educator the opportunity to provide context for the observation.

- It is best practice for teachers to be notified of the date and time for the pre-conference at least three school days in advance.
- Absent unusual circumstances (e.g., weather, absences, illness, etc.) announced observations should occur no later than two school days following the pre-conference.
- If the evaluator is unable to observe the intended lesson, a new pre-conference must be scheduled and conducted.
- During the pre-conference, the evaluator can ask questions and collect evidence prior to the upcoming observation. Additionally, teachers can ask their evaluators clarifying questions about the SCTS 4.0 rubric and/or specific Indicators within the rubric.

#### Pre-Conference Date

**Date** 10/23/2023 4:32:00 PM  
The date the Pre-Conference (before the observation takes place).

#### Introduction & Greeting

- Greeting / Set the Tone
- Establish the length of the conference (~10-20 minutes)
- Review the Process
- Ask a general question

#### Required Questions

1. What data did you use to plan this activity? How does this activity align with the comprehensive school counseling program or school vision and mission? (PLANNING DOMAIN: Program Plans and PROGRAM MANAGEMENT DOMAIN: Assessment)

## Post-Conference Required Questions

Observation

Pre-Conference

Post-Conference

Attachments

← Back to evaluation

### Post-Conference Forms

The purpose of the pre-conference is to collect evidence related to planning and to give the educator the opportunity to provide context for the lesson.

Observation Summary

Planning Sheet

Professional Learning

### Conference Introduction & Greeting

- Greeting / Set the Tone
- Establish the Length of the Conference
- Review the Process
  - Purpose is to reflect on the observation and to focus on best practice professional development
  - We will reflect on a strength of the observation (Area of Reinforcement)
  - We will then identify an Area of Reinforcement that we want to strengthen.
- Ask a General Question

### Required Questions

The purpose of the post-conference is to allow the School Counselor an opportunity to reflect on his or her performance. The following questions are required, as they will provide the evaluator with evidence for Descriptors within the South Carolina School Counselor Rubric. The evaluator may ask additional questions as needed.

1. In addition to the service observed, what appropriate responsive services (individual counseling, small group counseling, crisis counseling) are provided based on the immediate needs of students? (DIRECT & INDIRECT SERVICES DOMAIN: Direct Services)

2. How did the observed service demonstrate your knowledge and understanding of the national mindsets and behaviors addressed? (DIRECT & INDIRECT SERVICES DOMAIN: Direct Services)

Note: In both the Pre and Post-Conferences, it is essential to complete the “Required Questions” to provide the evaluator with evidence for scoring.

## Evaluation Conferences and Worksheet Forms

Status  
Settings  
EVALUATION  
Orientation  
Plan  
Goals  
Annual Calendar  
Observations  
Summary  
**Evaluation Conferences**  
Professionalism  
Attachments  
Results  
[Educator Profile](#)  
[Request Correction](#)

### Worksheet Forms

#### Preliminary Worksheet (Fall Semester)

Following each observation, the evaluator will score each Indicator using the worksheet forms.

[Add Worksheet](#) [Restore](#)

#### Final Worksheet (Spring Semester)

Following each observation, the evaluator will score each Indicator using the worksheet forms.

[Add Worksheet](#) [Restore](#)

### Scoring

#### Preliminary Cycle Evaluation Conference

The Preliminary Cycle Evaluation Conference serves as a progress monitoring, mid-point check-in on the school counselor's progress relating to the goals they have identified in their School Counselor Plan and the SGG. When there are two or more evaluators on the evaluation team, the evaluators must reach consensus on all Indicator scores for the preliminary cycle and share those scores during the Preliminary Evaluation Conference with the school counselor. The evaluation chair will share the preliminary cycle scores with the school counselor and discuss the school counselor's progress on the School Counselor Plan as well as on the SGG.

Evaluation Conference can be added by the Evaluator Chair after observation requirements have been met.

#### Final Cycle Evaluation Conference

The Final Cycle Evaluation Conference serves as a year-end evaluation of the school counselor's progress relating to the goals they have identified in their School Counselor Plan and the SGG. When there are two or more evaluators on the evaluation team, the evaluators must reach consensus on all Indicator scores for the final cycle and hold a Final Evaluation Conference with the school counselor. The evaluation chair will share the final cycle scores with the school counselor and discuss and evaluate the School Counselor Plan and the SGG.

Evaluation Conference can be added by the Evaluator Chair after observation requirements have been met.

**Note: Worksheet Forms are provided for your convenience to assist with scoring observations but are NOT REQUIRED.**

The Preliminary Cycle Evaluation Conference serves as a progress monitoring, mid-point check-in on the school counselor's progress. The evaluation chair will discuss the school counselor's progress on the "Plan" and "SGG" and then share the scores. (Scores and signatures required.)

The Final Cycle Evaluation Conference serves as a year-end evaluation of the school counselor's progress. The evaluation chair will discuss and evaluate the School Counselor Plan and the SGG and then share the scores. (Scores and signatures required.)

**\*Evaluation Conference can be added by the Evaluator Chair after observation requirements have been met.**

**\*\*When two or more evaluators are on the evaluation team, the evaluators must reach consensus on all Indicator scores and share those scores during both the Preliminary and Final Cycle Evaluation Conferences.**

## Professionalism

Status

Settings

EVALUATION

Orientation

Plan

Goals

Annual Calendar

Observations

Evaluation Conferences

**Professionalism**

Attachments

Results

 Educator Profile



### Professionalism

#### Professionalism Self-Review

During the evaluation period, the School Counselor must complete the Professional Self-Review. The purpose is for the School Counselor to reflect on his or her professional performance.

#### Professionalism Review

During the summative evaluation period, the building principal (or designated school- or district-level administrator as appropriate) must complete the Professionalism Scoring Rubric. The purpose of this review is to generate evaluation ratings for Indicators in the Professionalism Domain of the South Carolina School Counselor rubric.

 Add Preliminary Review  Add Final Review

Note: The school counselor completes a Professionalism Self-Review for both the preliminary and final cycle evaluations. The designated school administrator completes the Professionalism Scoring Rubric also and completes the final reviews. (Signatures required.)

Status

Settings

EVALUATION

Orientation

Plan

Goals

Annual Calendar

Observations

Evaluation Conferences

Professionalism

Attachments

Results

Educator Profile

Request Correction

Evaluation Results

This evaluation has been completed and is unavailable for editing.

Educator Comments & Feedback

Educator Comments

[ no comments ]

Feedback and comments from the Educator

Final Conference & Comments

Final Conference Date

[ blank ]

The date of the final conference.

Evaluator Comments

[ no comments ]

Feedback and comments from the Evaluator(s)

Observations of Professional Practice

During the Preliminary Cycle, the domain weighted scores do not include the Professionalism Domain (20%). Once the final cycle Professionalism Review is complete, the weights will adjust.

Domain	Score	Weighted Score	Performance Level
Planning (15%)	4.00	0.60	Exemplary
Program Management (15%)	4.00	0.60	Exemplary
Direct & Indirect Services (50%)	4.00	2.00	Exemplary
Professionalism (20%)	4.00	0.80	Exemplary

Final Evaluation Ratings

Overall Composite Rating/Score

Exemplary

4.00

This is the composite score for observations and the professionalism rubric.

Overall Status

Met

Recommendations for Next Year

Edit

Next Evaluation Level

GBE

Next Contract Level

Annual 2

Hire Status

Rehired

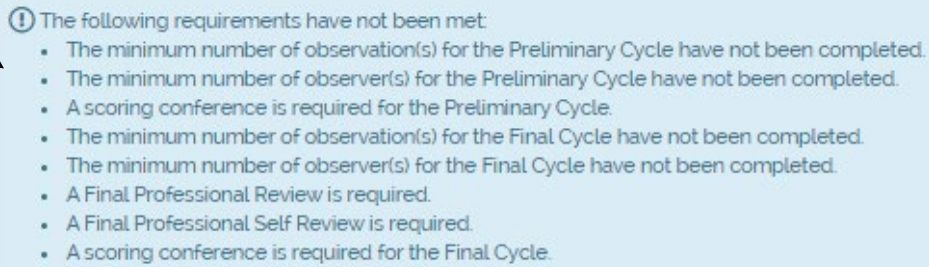
Signatures


03/26/2024 12:24 PM

Note: Ensure the Final Conference Date, Final Evaluation Ratings, Recommendations for Next Year, and the required signatures are present for the evaluation to be completed.



## Information Messages

- 
- ⓘ The following requirements have not been met:
- The minimum number of observation(s) for the Preliminary Cycle have not been completed.
  - The minimum number of observer(s) for the Preliminary Cycle have not been completed.
  - A scoring conference is required for the Preliminary Cycle.
  - The minimum number of observation(s) for the Final Cycle have not been completed.
  - The minimum number of observer(s) for the Final Cycle have not been completed.
  - A Final Professional Review is required.
  - A Final Professional Self Review is required.
  - A scoring conference is required for the Final Cycle.



⚠ The Composite Score is Incomplete. Evaluation is missing the final professionalism score.

Note: Information messages help the user know what items are missing before the next step can be completed.