

COUNSELOR APPRAISAL

OVERVIEW

Austin ISD has developed a new counselor appraisal system that began in 2018-2019. The appraisal covers 3 areas:

- Counseling Program
- Professional Growth and Responsibilities
- Goal Setting

Counseling Program

- Rubric that covers 5 strands related to the counseling program
 - Student Standards
 - School Counselor Core Curriculum
 - Individual Planning
 - Responsive Services
 - Indirect Student Services

Professional Growth and Responsibilities

- Rubric that covers 3 strands related to professionalism:
 - Professional Competencies
 - Program Focus
 - Professional Responsibilities

Goal Setting

- The final component is a goal setting piece that will allow counselors to set a measurable goal considering the SMART goal process of being Specific, Measurable, Attainable, Relevant, and Time-Bound. The goal would include a numerical target that references baseline data. Towards the end of the year, counselors would share their results and the appraiser will score them on the scale listed below.
- Scored based on 1-4 scale
 - 4 = Met or Exceeded
 - 3 = Improved but didn't meet
 - 2 = Stayed the same
 - 1 = Decreased from baseline
 - 0 = Did not complete

ADDITIONAL PROCESS COMPONENTS

The Counselor Appraisal also includes the following elements that are part of the counselor appraisal process:

- Counseling Program Agreement- A reflection that allows counselors to define the counseling program and its goals, based on data and focused on improved student outcomes. This reflection should be reviewed by the counselor and their appraiser during the beginning of the year conference. ***This should be filled out and submitted in HCP by each individual counselor.***
- Beginning of the Year Conference- a time to meet to discuss rubrics and goal setting
- One announced visit during the year for the appraiser to observe counselor practice. This could be in small groups, career day, classroom lessons, grade level meetings, or any other activity.
- Summative Conference

For questions or assistance, please contact Amie Ortiz in the Office of Employee Effectiveness, amie.ortiz@austinisd.org or 512-414-1171.

For more information, please visit <https://www.austinisd.org/tad/educator-effectiveness/other-staff-appraisals>

