



Counselor/Student Support Specialist Peer Reviewer/Admin Observation

Name:

Observer:

Pre-observation Date:

Observation Date;

Post-observation Date:

Pre-Observation Meeting - Standard:

Pre-Observation Meeting - Lesson objective:

Pre-Observation Meeting - Area of focus for observation:

Pre-Observation Meeting

Lesson notes from observer taken during the lesson:

Post-Observation Meeting - Evidence of focus in the lesson:

Post-Observation Meeting - Next Steps (areas to focus on for improvement):

Post-Observation Meeting Final thoughts:

Artifact upload

Section 1: Planning & Preparation	Observed	Not Observed
Demonstrates knowledge of counseling theory and techniques.		
Demonstrates knowledge of child and adolescent development.		
Demonstrates an understanding of the diversity of students and their needs.		
Designs and delivers effective mental health-related presentations.		
Individual and group plans include activities, materials, and resources appropriate for the ability level of students.		
Organizes and manages time effectively.		
Engages with school administrators, teachers, and other staff to ensure the effective implementation of instruction.		
Sub Total (21 points possible)		

Section 2: The School Environment	Observed	Not Observed
Creates an environment of respect and rapport.		
Contributes to the school culture in which all students are expected to excel and be college/career ready.		
Communicates clearly and professionally with staff and administrators.		
Reinforces school-wide standards of student conduct.		
Manages disruptive behavior effectively and consistently.		
Contributes to a safe school environment.		
Physical space is organized and welcoming.		
Sub Total (21 points possible)		

Section 3: Counseling and Instruction	Observed	Not Observed
Uses counseling techniques in individual and classroom programs.		

Provides accurate identification of issues and develops appropriate actions, using effective listening and responding skills.		
Presents learning content clearly in a logical, sequential order. Gives clear and concise directions.		
Checks for understanding to determine that students understand the concept or skill taught.		
Analyzes data from lessons and activities to determine impact on student outcomes.		
Provides assistance to students and staff to help students function effectively in the school.		
Warm and approachable. Interactions are professional and respectful.		
Collaborates with outside agencies for the continuum of care.		
Demonstrates flexibility and responsiveness when changes in services are needed.		
Demonstrates the ability to manage crisis situations.		
Addresses parent inquiries/concerns and provides information regarding available community resources.		
Understands and communicates the limits of school counseling and the continuum of mental health services.		
Maintains a list of current referral resources for families and refers families as needed.		
Sub Total (36 points possible)		

Section 4: Professional Responsibilities	Observed	Not Observed
Reflects on practices - what worked and what didn't work.		
Evaluates overall program effectiveness.		
Participates in a professional learning community. Requirements for PLC meetings are completed on time and effectively.		
Engages in professional development activities (readings, workshops) to enhance skills/expertise.		
Maintains current notes/data and keeps these in a secure location.		



Maintains confidentiality and understands appropriate occasions for sharing records/information.		
Attends professional meetings as required. Participation is timely, engaged, and positive.		
Attends Child Study meetings and consults with teachers, parents, and administrators to identify students with mental health and wellness concerns and develops intervention strategies.		
Sub Total (24 points possible)		

Section 5: Mission of St. Croix Preparatory Academy	Observed	Not Observed
Understands the classical and college preparatory mission of the school.		
Strives to model the mission of the school in day-to-day interactions.		
Evidence of the mission implementation exists within the classroom.		
Sub Total (9 points possible)		

Overall Comments: