



GUIDANCE COUNSELOR OBSERVATION TOOL (PEER OBSERVER)

Directions: Highlight a rating for each component and then match evidence from your observation notes to explain the rating for each component.

Guidance Counselor: _____ **School:** _____

Peer Observer: _____ **Date:** _____

Component:	Evidence:
1A - Demonstrating knowledge of counseling theory and techniques	
1B - Demonstrating knowledge of child and adolescent development	
1C - Establishing goals for the counseling program appropriate to the setting and the students served	
1D - Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	
1E - Plan in the counseling program integrated with the regular school program	
1F - Developing a plan to evaluate the counseling program	
2A - Creating an environment of respect and rapport	
2B - Establishing a culture for productive communication	
2C - Managing routines and procedures	
2D - Establishing standards of conduct and contributing to the culture for student behavior throughout the school	
2E - Organizing physical space	
3A - Assessing student needs	
3B - Assisting students and teachers in the formulation of academic personal social and career plans based on knowledge of student needs	
3C - Using counseling text makes an individual and classroom programs	
3D - Brokering resources to meet needs	
3E - Demonstrating flexibility and responsiveness	
4A - Reflecting on practice	

Component:	Evidence:
4B - Maintaining records and submitting them in a timely fashion	
4C - Communicating with families	
4D - Participating in a professional community	
4E - Engaging in professional development	
4F - Showing professionalism	

Guidance Counselor Signature

Peer Observer Signature