

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

4.227 COUNSELOR EVALUATION

SECTION 4.227.1 Procedure for Evaluation of Counselors

Frequency of Evaluation

All counselors will be evaluated at least once each year. Persons who have served for fewer than three years in the position of counselor in the District will be formally evaluated at least twice each year.

Evaluator

Counselors will be evaluated by their supervisor as designated by the site principal. Annually, prior to October 1, the principal, or designee, shall inform all counselors as to who is assigned as their primary evaluator.

Evaluation Criteria

Counselors will be evaluated on their performance of all duties and responsibilities included in the position description and other activities for which the counselor is given responsibility by his/her primary evaluator. Particular attention will be given to items included in the counselor's goals and objectives for the year.

Pre-planning

Each counselor shall prepare individual performance objectives for the current school year for review and approval by the primary evaluator.

Formal Evaluation Conference

A formal evaluation conference is a required part of the total evaluation procedure. At the formal evaluation conference, the counselor shall be given the opportunity to discuss the evaluation with the primary evaluator. This conference shall be held prior to the inclusion of the evaluation in the personnel file.

The counselor shall have a right to respond in writing to the evaluation. This response shall be attached to the evaluation prior to its being placed in the counselor's personnel file. Responses must be submitted within ten (10) working days.

Salary Advancement

Counselors receiving an overall "Fails to meet District Standards" rating on their final evaluation will not be advanced on the salary schedule nor will they receive any cost of living increase provided by the Board of Education for the counseling staff for the ensuing year.

Assignment/Reassignment

The District reserves the right to assign counseling personnel, depending upon the needs of the District. Any counselor to be reassigned will be notified in accordance with law, as early as

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possible, and except in rare cases or emergencies, prior to the end of the school year preceding the reassignment.

Reassignment of Non-Counseling Position

Involuntary reassignment to non-counseling positions or dismissal will be accomplished in accordance with California law and only after the counselor has been advised of performance deficiencies and given time and assistance to improve in deficient areas.

Exception: Demotions as a result of reduction in force may not be preceded by the performance notices.

Nothing in this procedure shall preclude additional evaluation conference or formal evaluations at the discretion of the evaluator. Nothing in this procedure shall preclude the evaluatee from requesting additional conferences or evaluations.