|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| C:\Users\GG Kleindienst\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\4XAKK2V4\ct_logotype_screen_700x134_wb.jpg  **Tulsa Model Observation Form**  **Career Tech Counselors** | | | | | | |
| *Domain/Relative Weight* | | | *Dimension/ Indicator Page* | | | |
| Career Tech Counselor Area Management  10% | | | 1. Work Area Environment 2. Management of the Counseling Program | | | 3  3 |
| Career Tech Counseling Effectiveness  40% | | | 1. Monitors Student Progress 2. Demonstrates Accountability 3. Consultation and Collaboration 4. Demonstrates Skills and Temperament to Handle   Crisis Interventions with Students and Families   1. Exhibits Professional Behaviors and Efficiencies | | | 4  4  5  5  6 |
| Professional Growth & Continuous Improvement  10% | | | 1. Uses Professional Growth as an Improvement Strategy | | | 6 |
| Interpersonal Skills  20% | | | 1. Effective Interactions/ Communications with Stakeholders 2. Campus Climate | | | 7  7 |
| Leadership  20% | | | 1. Leadership Involvements 2. Advocates for Educational Equity | | | 8  8 |
|  | |  | | | | |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| Format will be significantly different if you are using one of the two licenses tech platforms. This is simply a Word-based format. | |  | | | |  |
|  | |  | | | |  |
| **Educator Name:**  **Evaluator Name:** | | | | **School Name** | | |
|  | **Obs. 1** | | | **Obs. 2** | **Obs. 3** | |
| **Date** |  | | |  |  | |
| **Obs. Conf. Date** |  | | |  |  | |
| **Educator’s Initials** |  | | |  |  | |
| **Observer’s Initials** |  | | |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**  **#**  **Dimension**  **Indicator**  *Observer's Coding: 3, +, -, N/A, or N/O.*  *Indicator No.* | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| *Rubric's description of professional proficiency at a 3-Effective level.*  ***Note: The observation rating should reflect the evaluator’s intentional study and analysis of the instructor’s classroom / lab performance and other factors that quantify the impact of the educator—up to, and including, the date of the classroom / lab observation.*** |  |  |  |
| **Comments:**  *Insert comments, dates, observation notes, evidence collected to date, etc.* |  |  |  |

**\*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counselor Area Management  **1**  **Dimension**: Work Area Environment  **Indicator**: The Career Tech Counselor will optimize the counseling environment to assure efficacy / student learning is in alignment with counseling management best practices. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| The Career Tech counselor’s area is accessible for providing learning / counseling opportunities, order, cleanliness, safety and ease of traffic flow.  Physical resources are well placed in locations that enhance their functions. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counselor Area Management  **2**  **Dimension**: Management of the Counseling Plan  **Indicator**: The Career Tech Counselor plans for delivery of the school’s counseling plan relative to short term and long term objectives. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Delivers program information, orientation and support services.  Coordinates ongoing systemic activities to help students. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counseling Effectiveness  **3**  **Dimension**: Monitors Student Progress  **Indicator**: The Career Tech Counselor monitors student progress to maximize student achievement. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Has a consistent system for ensuring that students are placed in career clusters/career majors that best fit their needs, including assessment results interpretation.  If assigned, works with instructional team to identify when a student needs intervention(s) to meet with school success, and informs parent/guardian as appropriate.  Communicates progress to students in a consistent and reliable manner.  Provide students referrals for support services and resource information. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counseling Effectiveness  **4**  **Dimension**: Demonstrates Accountability  **Indicator**: The Career Tech Counselor demonstrates accountability. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Accesses data to show areas of need in regard to enrollment, advisement and counseling.  Demonstrates time management efficacy.  Conducts/facilitates advisement and counseling strategies and activities to promote student success.  Conducts / facilitates enrollment management duties which could include but are not limited to:, approving admission and enrollment changes, enrollment finalization, pre-enrollment activities, monitoring waiting lists for prospective students, etc. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counseling Effectiveness  **5**  **Dimension**: Consultation and Collaboration  **Indicator**: The Career Tech Counselor creates a professional climate to ensure that Faculty and Staff actively solicit the counselor’s expertise in students’ emotional, career and academic progress. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Volunteers to participate in committees, e.g. school improvement teams, school safety teams, professional development teams, to collaborate and consult on progress in student personal/social, career – college readiness, and academic growth.  Contributes to the achievement of students through consultation as requested with faculty and parents on student personal/social, career – college / post-secondary preparation and academic growth.  Establishes rapport with outside agencies and school community partners to respond to student needs.  Serves as a team member collaborating with peers to improve processes. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counseling Effectiveness  **6**  **Dimension**: Demonstrates Skills and Temperament to Handle Crisis Interventions with Students and Families  **Indicator**: The Career Tech Counselor exhibits the skills and temperament to manage students’ crises. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Demonstrates calm and confidence when confronted with student crises (child abuse, student suicide ideation, student trauma, etc.)  Shows understanding, confidentiality and compliance of school board / campus policy when dealing with student crisis. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Career Tech Counseling Effectiveness  **7**  **Dimension**: Exhibits Professional Behaviors and Efficiencies  **Indicator**: The Career Tech Counselor exhibits behaviors and efficiencies associated with professionalism. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences/change of schedule; complying with reporting timelines and other time sensitive information / compliance requests. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Professional Growth and Continuous Improvement  **8**  **Dimension**: Uses Professional Growth as an Improvement Strategy  **Indicator**: The Career Tech Counselor uses professional growth as a continuous improvement strategy. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Participates in the required minimum hours of professional development updating his/her content knowledge and current professional practices. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Interpersonal Skills  **9**  **Dimension**: Effective Interactions / Communications with Stakeholders  **Indicator**: The Career Tech Counselor exhibits effective interactions and communications with stakeholders. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Interacts with stakeholders in a timely, consistent, positive and professional manner.  Complies with campus procedures for communicating with students and makes an effort to engage them in the career and educational program.  Demonstrates effective communication skills (oral, written and nonverbal) that are clear, considerate, positive, and rarely requires further explanations.  Collaborates appropriately and makes decisions that reflect genuine professional consideration.  Provides students and prospective students with career and educational information via multiple venues. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Interpersonal Skills  **10**  **Dimension**: Campus Climate  **Indicator**: The Career Tech counselor contributes to a positive campus climate by taking a proactive role in creating a safe, orderly and positive school environment. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Works with administrators to assess/design interventions and implement strategies that address student needs based on best practices.  A written guidance plan is developed that includes vision, purpose and mission linked with the district’s goals.  A student needs assessment is developed and used annually. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Leadership  **11**  **Dimension**: Leadership Involvements  **Indicator**: The Career Tech Counselor leads and participates in school-wide efforts to involve students and stakeholders. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Participates in school events when asked.  Participates in campus and district projects when asked.  Finds ways to contribute to the profession and follows through.  Assists in coordination of events that involve students/stakeholders participation in school activities. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain**: Leadership  **12**  **Dimension**: Advocates for Educational Equity  **Indicator**: The Career Tech Counselor advocates effectively for equity issues affecting the educational progress of students. | | | |
| **3 — Effective** | **Obs. 1** | **Obs. 2** | **Obs. 3** |
| Assumes a proactive role in addressing student needs by making consistent attempts at removing barriers affecting student success.  Assumes advocate role for students. |  |  |  |
| Comments:  Insert comments, dates, observation notes, evidence collected to date, etc. |  |  |  |