

Counseling

Rating:

Low High
1 2 3 4 5 NA

- _____ Followed Education Code and District Board Policy in decision-making involving the operations of the counseling office.
- _____ Master Schedule organized in a timely and efficient manner.
- _____ Teachers appropriately assigned to teach classes according to their credential
- _____ Counseling staff organized and informed of the needs of students and staff.
- _____ Monitored that students records are updated and maintained in an effective and accurate manner.
- _____ Testing organized and executed following all state guidelines and mandates.
- _____ Counseling office communicates with parents regarding their students' progress towards graduation.

Comments:

Summary:

A:

B: Recommendations:

Assistant Principal Signature:

Date:

Principal Signature:

Date:

A copy of this document will be placed in your personnel file in ten (10) days. Your signature hereon does not necessarily indicate agreement with the contents. If there is a reason to respond to this document, please do so within ten (10) days of receipt. A copy of your written response will be attached as a permanent part of this document.

July 31, 2008