

LAKWOOD PUBLIC SCHOOLS
School Counselor
FORMAL OBSERVATION SUMMARY FORM

Teacher _____ Grade/Subject _____

School _____ Tenured _____ Non-Tenured _____

Date of Observation _____ Pre-Observation Conference Date: _____

Post Conference Date _____ Evaluator _____

LESSON SUMMARY

Objective:

Summary:

OBSERVATION SCORING SUMMARY FORM

Indicate the overall rating for each Domain as [D] Distinguished, [P] Proficient, [B] Basic, [U]Unsatisfactory.

Domain 1: Planning and Preparation _____

Domain 3: Instruction _____

Domain 2: The Classroom Environment _____

Domain 4: Professional Responsibilities _____

Signatures

Print Observer/Title

Signature of Observer/Title

Print Teacher

***Signature of Teacher**

Print Witness

****Signature of Witness**

Date

*Signature of teacher indicates receipt of evaluation and does not indicate approval or disapproval.

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** Witness signature may be needed in particular circumstances.

DOMAIN 1: PLANNING AND PREPARATION

COMPONENT	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
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: Planning the counseling program, integrated with the regular school program				
1f: Developing a plan to evaluate the counseling program				
DOMAIN 1 TOTAL				

Domain 1 PLANNING AND PREPARATION COMMENTS: EVIDENCE
RECOMMENDATION:

DOMAIN 2: THE CLASSROOM ENVIRONMENT

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
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				
DOMAIN 2 TOTAL				

Domain 2 THE CLASSROOM ENVIRONMENT COMMENTS:

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EVIDENCE
RECOMMENDATION:

DOMAIN 3: INSTRUCTION

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
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 techniques in individual and classroom programs				
3d: Brokering resources to meet needs				
3e: Demonstrating Flexibility and Responsiveness				
Domain 3 TOTAL				

Domain 3 INSTRUCTION COMMENTS:
EVIDENCE
RECOMMENDATION:

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
4a: Reflecting on Teaching				
4b: Maintaining records and submitting them in a timely fashion				

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4c: Communicating with Families				
4d: Participating in a Professional Community				
4e: Engaging in professional development				
4f: Showing professionalism				
DOMAIN 4	TOTAL			
Domain 4 PROFESSIONAL RESPONSIBILITIES COMMENTS:				
EVIDENCE				
RECOMMENDATION:				