# GROSSMONT/CUYAMACA COMMUNITY COLLEGE DISTRICT

# PEER/MANAGER

# COUNSELOR EVALUATION FORM

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| **Instructor**:  |       | **Course**:  |       | **Date**:  |       |

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| **Evaluation statement prepared by**:  |       |

Categories for evaluation are based on the official Job Description and include the following**:**

**A. Subject Matter Mastery:**

Command of counseling/problem solving skills

 Communication of accurate information

**B. Organizational Skills**

 Preparation for counseling sessions

 Ability to relate knowledge to students’ needs

**C. Counseling Skills**

 Effectiveness of counseling approach used

 Responsiveness to students

 Availability to students

 Counseling session climate created

 Awareness of student differences

 All materials required of students are ADA compliant

**D. Professional Skills**

 Evidence of professional growth

 Quality of professional relationships

 Department, Division, College and District requirements are followed

 Related duties as specified in the official *Job Description*

### COMMENTS/SUGGESTIONS

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The instructor meets the standards for employment at this institution.

Strongly Agree 5[ ]  4.5[ ]  4[ ]  3.5[ ]  3[ ]  2.5[ ]  2[ ]  1.5[ ]  1[ ]  Strongly Disagree

**RECOMMENDATIONS: The Collective Bargaining Agreement  (sections 5.6.2.7, 5.7.4.1, 5.8.4.1) states that IF recommendations are made by the evaluator(s), a written response to these recommendations is required by the evaluee and that response must be submitted to the appropriate dean within ten working days of receipt of the Summary Report**.

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|       |  |       |
| Evaluator |  | Date |