**GROSSMONT/CUYAMACA COMMUNITY COLLEGE DISTRICT**

 **PEER/MANAGER**

 **COUNSELOR EVALUATION FORM**

|  |  |  |
| --- | --- | --- |
| Instructor:       | Course:       | Date:       |

|  |
| --- |
| 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**

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 5.6.2.14, 5.7.5.1, 5.8.5.1) 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**.

****

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Evaluator |  | Date |