**Guidance Counselor Time Form SY16-17**

Counseling time is critical in improving student learning, therefore guidance counselors being present and on time will help maximize student access to support. The Virgin Islands Department of Education (VIDE) includes Guidance Counselor Time as one of the measures within guidance counselor evaluation. Guidance Counselor Time is indicated by a guidance counselor’s attendance and timeliness and follows the U.S. Virgin Islands Department of Education Personnel Attendance Policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4 = Outstanding/ 3 = Exceeds Standards/ 2 = Satisfactory, 1 = Unsatisfactory

The **principal completes the Guidance Counselor** **Time Form** based on the guidance counselor’s record of attendance and tardiness in TimeForce and submits it **BEFORE** the counselor’s **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal.](http://tle.vide.vi/)

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more absences | 9-12 absences | 5-8 absences | 0-4 absences |

**Tardiness**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**  **Unsatisfactory** | **2**  **Satisfactory** | **3**  **Exceeds Standards** | **4**  **Outstanding** |
|  |  |  |  |
| 13 or more tardies | 9-12 tardies | 5-8 tardies | 0-4 tardies |

**Total Guidance Counselor** **Time score** is calculated by averaging the attendance and tardiness scores. TalentEd automatically calculates the **Total Guidance Counselor** **Time score** when the form is submitted.

**TOTAL GUIDANCE COUNSELOR TIME SCORE:**

**ADDITIONAL COMMENTS:**