



APPENDIX E

ATTENDANCE COUNSELLOR PERFORMANCE APPRAISAL

AC Name:

School:

Principal:

Date:

Domain 1. PROFESSIONALISM

Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Maintains confidentiality in conversations regarding students, families, staff, community partners, and the school.	☐	☐
Exhibits professional attitudes and behaviors toward colleagues and students.	☐	☐
Keeps systematic and dated records for students served, ensuring records are completed promptly when events occur or as soon as possible thereafter.	☐	☐
Complies with Board policies, procedures, and administrative requirements.	☐	☐
Demonstrates awareness, understanding, and adherence to relevant Ministry of Education documents, regulations, and standards.	☐	☐
Compiles and submits requested information on time.	☐	☐
Exhibits self-awareness, self-monitoring, and professional accountability.	☐	☐
Demonstrates self-awareness, self-monitoring, and professional accountability.	☐	☐

Domain 2. SERVICES TO SCHOOLS

Expectations	Level of Performance	
	Unsatisfactory	Satisfactory
Consults with administrative to clarify reasons for all referrals.	☐	☐
Utilizes effective strategies to develop trusting relationships with students and families to determine reasons for non-attendance.	☐	☐
Collaborates with administration, school staff, and families to implement strategies that support student attendance.	☐	☐

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Ensures that memos for Prolonged Absence forms are in place for the October and March "Count Days."	☐	☐
Maintains an active list of non-attending students and contributing factors.	☐	☐
Provides programs and services that are culturally sensitive.	☐	☐
Communicates regularly with administration and teaching staff regarding pertinent information about student progress.	☐	☐
Encourages and refers students and families to various community resources.	☐	☐
Ensures equitable access to Attendance Counsellor services for all schools.	☐	☐
Integrates a mental health focus into their work that aligns with mentally healthy school initiatives.	☐	☐
Advocates for programs and services that respect diversity, address individual needs, and support the inherent dignity and worth of all students and families.	☐	☐
Complies with the Board SAL policy in accordance with the Attendance Counsellor's responsibilities.	☐	☐
Prepares and submits all necessary information to the Justice of the Peace for court proceedings, meets with the Crown Attorney to discuss cases, and attends court as needed.	☐	☐

Strengths	
Growth Strategies for Ongoing Development	

Supervisor Comments/Summary	
Employee Comments	

PERFORMANCE RATING
☐ UNSATISFACTORY PERFORMANCE
☐ SATISFACTORY PERFORMANCE

Signature of Attendance Counsellor

Date

Signature of Mental Health Lead

Date
