### School Counselor Appraisal Instrument
#### 2018-2019 Calendar

<table>
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<th>Phase 1: Goal Planning &amp; Conference</th>
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|                                     | October 1       | • Counselor selects SCAI Goals.  
• In Person Conference to include discussion of data from prior year, goals selected and components of SCAI evaluation and calendar.                                                                                                                                      |
| Phase 2: Mid-Year Review & Conference| February 20     | • Counselor self-evaluates performance on the SCAI Performance Rubric.  
• In Person Conference to include discussion of self-evaluation on SCAI Performance Rubric and progress towards goals.                                                                                                                                 |
| Phase 3: End of Year Review & Conference | May 24         | • Evaluator reviews and submits scores for the SCAI Performance Rubric and goals.  
• In Person Conference to include discussion of evaluation.                                                                                                                                                                                                                  |

*Dates are subject to change*

**Resources**

For more information: [www.dallasisd.org/excellenceinitiatives](http://www.dallasisd.org/excellenceinitiatives)

**Cornerstone:** [https://dallasisd.csod.com](https://dallasisd.csod.com)

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