

SCHOOL DISTRICT OF GADSDEN COUNTY

OCCUPATIONAL SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Establish short- and long-range plans based on student needs and District and state curriculum requirements.
2. Select, develop or modify instructional materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
3. Assist in preparing for changing curriculum needs and continuous improvement.
4. Assist counselors and other school personnel in identifying potential dropouts, locating actual dropouts and counseling individuals and their parents or guardians about educational programs and / or job placement.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

OCCUPATIONAL SPECIALIST (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Maintain a positive, organized and safe learning environment.
- 6. Manage materials, equipment and time in an effective manner.
- 7. Establish and maintain effective and efficient record keeping procedures.
- 8. Use appropriate student behavior management techniques.
- 9. Assist in enforcement of school rules, administrative regulations and School Board policies.
- 10. Provide instruction in employability skills.
- 11. Coordinate career education services.
- 12. Identify and assist students desiring job placement.
- 13. Prepare and disseminate lists of job openings and public agencies concerned with employment.
- 14. Develop and maintain an operational career educational information center.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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3. ASSESSMENT / EVALUATION

Category Definitions

- 15. Develop and use assessment strategies to assist students.
- 16. Interpret and use data for diagnosis, planning and evaluation.
- 17. Assist in conducting follow-up studies and surveys of students completing or leaving school.
- 18. Assist with the planning and implementation of the vocational testing program.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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OCCUPATIONAL SPECIALIST (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 19. Use appropriate materials, technology and resources to help meet learning needs of students.
- 20. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- 21. Provide instruction on safety procedures and proper handling of materials and equipment.
- 22. Recognize overt indicators of student stress or abuse and take appropriate intervention, referral or reporting action.
- 23. Serve as a liaison between the school and employees.
- 24. Perform exit interviews.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 25. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- 26. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- 27. Assist teachers in planning and implementing career education activities.
- 28. Provide information to the business community regarding students trained and available for part-time, full-time, temporary or permanent employment.
- 29. Promote public relations between schools, public agencies and the community.
- 30. Assist with recruiting efforts for vocational programs.

Source Code (circle choices)

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OCCUPATIONAL SPECIALIST (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 31. Assist others in acquiring knowledge and understanding of area of responsibility.
- 32. Engage in continuing improvement of professional knowledge and skills.

Source Code (circle choices)

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Rating Code (circle one)

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- Effective
- Very Effective
- Outstanding

7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 33. Adhere to ethical standards of the education profession.
- 34. Perform and fulfill all professional responsibilities.
- 35. Perform other duties as assigned.

Source Code (circle choices)

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OCCUPATIONAL SPECIALIST (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

36. Ensure that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

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