

SCHOOL DISTRICT OF GADSDEN COUNTY

NURSING EDUCATION SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Establish short- and long-term plans based on student needs and District and state requirements.
2. Select, develop and modify nursing-related materials to provide for the needs of students with diverse cultural and socioeconomic backgrounds, learning styles and special needs.
3. Plan and prepare work for students which is clear, compelling and motivating.
4. Plan and prepare strategies where students are actively involved in clinical activities.
5. Assist in evaluating curriculum needs to continually improve the nursing program.

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 |
|----------------|-------------------|-----------|----------------|-------------|

NURSING EDUCATION SPECIALIST (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 6. Maintain a positive, organized and safe learning environment.
- 7. Manage time effectively.
- 8. Manage materials and equipment effectively.
- 9. Establish and maintain efficient and accurate record-keeping procedures.
- 10. Use appropriate student behavior management techniques.
- 11. Assist in enforcement of school rules and School Board policies.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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Rating Code (circle one)

- | | | | | |
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|-----------------------|--------------------------|------------------|-----------------------|--------------------|

3. ASSESSMENT / EVALUATION

Category Definitions

- 12. Develop and use assessment strategies to assist the continuous development of the student in the classroom and clinical settings.
- 13. Interpret and use data for diagnosis, instructional planning and program evaluation.
- 14. Observe students in the clinical setting.
- 15. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- 16. Access student records on a need-to-know basis and protect their confidentiality.

Source Code (circle choices)

- | | | | | | |
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NURSING EDUCATION SPECIALIST (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 17. Demonstrate knowledge and understanding of nursing area.
- 18. Apply principles of learning and effective teaching in classroom and clinical settings.
- 19. Use a variety of instructional strategies for teaching students from diverse backgrounds with different learning styles and special needs.
- 20. Select and modify materials, technology and resources to meet learning needs of all students.
- 21. Provide meaningful and relative laboratory and clinical experiences moving toward full understanding of health care job potential.
- 22. Provide instruction on safety procedures and proper use of materials and equipment.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 23. Communicate effectively, both orally and in writing with peers, students, parents and community.
- 24. Collaborate with students, parents and school staff to assist in meeting the wide range of student needs.
- 25. Assist the Nursing Program Coordinator in promoting health care occupations.

Source Code (circle choices)

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NURSING EDUCATION SPECIALIST (Continued)**6. STAFF DEVELOPMENT****Category Definitions**

26. Assist others in acquiring knowledge and understanding of particular vocational area of vocational responsibility.
 27. Engage in continuous self improvement through inservice, classes and seminars.
 28. Use appropriate materials, technology and resources to help meet learning needs of all students.

Source Code (circle choices)

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7. PROFESSIONAL RESPONSIBILITIES**Category Definitions**

29. Perform the duties and responsibilities of the Nursing Program as outlined in the Gadsden Technical Institute Handbook.
 30. Display ethical and professional standards of conduct when dealing with students, peers and parents.
 31. Prepare all required reports and maintain all appropriate records.
 32. Attend clinical health facility meetings when needed.
 33. Participate on the Advisory Committee.
 34. Perform other duties as assigned.

Source Code (circle choices)

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NURSING EDUCATION SPECIALIST (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 35. Counsel students in the program as needed due to absences, grades and clinical performances and advise the Principal of possible difficulties.
- 36. Ensure that student growth / achievement is continuous and appropriate for nursing area and is directed toward continued future jobs.

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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NURSING EDUCATION SPECIALIST (Continued)

9. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
 The accurate and timely filing of all school reports.
 The completion of required professional development services.
 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
 Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase 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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OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

Comments of the Evaluator:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee **Date**

Signature of Evaluator **Date**