

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB PLACEMENT SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Develop programs for exceptional education students.
2. Make short- and long-range plans, making schools aware of the schedule.
3. Assist with the preparation of alternative learning activities for special needs.
4. Use vocational data to assist in planning strategies for ESE students which will enhance strengths in learning in all programs.

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

JOB PLACEMENT SPECIALIST (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Assist the Director of Exceptional Student Education in the implementation of ESE programs.
- 6. Assist in developing special programs and procedures for exceptional students.
- 7. Coordinate specific programs and / or any combination of the following: mentally handicapped, hospital / homebound, occupational / physical therapy, vocational education for the preparation and monitoring of handicapped, specific learning disabilities, gifted, emotionally handicapped, severely emotionally disturbed and visually impaired as it is related to transition services.
- 8. Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations dealing with transition.
- 9. Assist in supervising Job Coach.

Source Code (circle choices)

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

3. ASSESSMENT / EVALUATION

Category Definitions

- 10. Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs.
- 11. Monitor and assess mainstreaming effectiveness.
- 12. Assist in the development of program evaluation instruments use in the vocational areas for ESE students.

Source Code (circle choices)

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JOB PLACEMENT SPECIALIST (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 13. Assist ESE personnel in selecting and developing curriculum guides and materials use in vocational and ESE programs.
- 14. Provide sources and assist in procuring, distributing, and evaluating specialized materials for Community Based Instruction and Transition program.
- 15. Serve as the District’s local education agency representative for eligibility staffing, placements, change in programs, development of individual educational plans, and reviews and dismissals.

Source Code (circle choices)

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Rating Code (circle one)

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- Effective
- Very Effective
- Outstanding

5. COLLABORATION

Category Definitions

- 16. Serve as the Exceptional Education representative on committees.
- 17. Participate in meetings to discuss law changes, unique cases and other relevant stated needs.
- 18. Act as liaison between program principals and agency personnel to facilitate short- and long-range employment for students.
- 19. Serve as contact person for assigned program areas.

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JOB PLACEMENT SPECIALIST (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 20. Participate in county-wide training.
- 21. Provide training for ESE and regular education teachers, paraprofessionals and other school personnel.
- 22. Attend state meetings as resources are available and share information with peers, teachers and staff.

Source Code (circle choices)

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7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 23. Maintain an objective position as child’s advocate.
- 24. Submit accurate reports in a timely manner and maintain all appropriate records.
- 25. Maintain confidentiality of student records.
- 26. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- 27. Work on in-house grants and projects.
- 28. Perform other duties as assigned.

Source Code (circle choices)

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JOB PLACEMENT SPECIALIST (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 29. Ensure that ESE students receive job-related skills.
- 30. Counsel handicapped and disadvantaged students prior to entering grade 9 and advise them and their parents on vocational and ESE work programs available to ESE students.
- 31. Coordinate training in career education for ESE students.

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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