

SCHOOL DISTRICT OF GADSDEN COUNTY

ESE EMPLOYMENT SPECIALIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- (1) Facilitate the delivery of prescribed work experience curriculum to student identified for the program.
- (2) Assist in evaluating each student upon entry and monitoring progress using instruments provided.
- (3) Recommend books and materials necessary for implementing program curriculum.
- (4) Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
- (5) Establish individual files on each student that contain entry and program evaluation; classroom and on the job attendance; disciplinary records; and employer job performance evaluations.
- (6) Develop, maintain and utilize a community resource file.
- (7) Develop job training plans for each student.
- (8) Facilitate job placements by contacting local business owners or agency directors in order to provide them with information on the goals and objectives of the ESE/Work Experience 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 |
|----------------|-------------------|-----------|----------------|-------------|

2. INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

- (9) Maintain records and reports in auditable form under the supervision of the classroom teacher.
- (10) Treat students and adults with consideration and respect.
- (11) Encourage students to perform at the highest possible level.
- (12) Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- (13) Use classroom management techniques conducive to an effective classroom environment.
- (14) Assist in maintaining positive relationships among the school, parents, and business partnerships.
- (15) Communicate effectively orally and in writing.
- (16) Collaborate with peers to create quality instructional environment.
- (17) Participate in training programs and inservice.
- (18) Assist peers in acquiring knowledge and understanding of particular area of responsibility.
- (19) Use effective, positive interpersonal skills.
- (20) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

Source Code (circle choices)

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

Rating Code (circle one)

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

3. EMPLOYEE QUALITIES/RESPONSIBILITIES

Category Definitions

- (21) Maintain a clean and orderly environment for students.
- (22) Manage time efficiently.
- (23) Perform assigned clerical and bookkeeping duties.
- (24) Prepare and maintain requested/required reports and records.
- (25) Work closely with teacher and other professionals.
- (26) Demonstrate support for teamwork.
- (27) Maintain confidentiality regarding student information.
- (28) Demonstrate integrity through ethical behavior.
- (29) Perform job responsibilities in a timely and consistent manner.
- (30) Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

Source Code (circle choices)

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

Rating Code (circle one)

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

4. SYSTEM SUPPORT

Category Definitions

- (31) Provide student supervision as assigned, following appropriate training.
- (32) Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
- (33) Assist students with personal hygiene, health and safety issues, or grooming if required.
- (34) Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- (35) Participate in all required pre-service and post-service activities.
- (36) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.
- (38) Perform other duties as assigned.

Source Code (circle choices)

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Rating Code (circle one)

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5. STUDENT GROWTH AND ACHIEVEMENT

- (39) Ensure that actions contribute to continuous growth and achievement appropriate for student program classification.
- (40) Collect and maintain individual diagnostic information, attendance, discipline records, and employer’s job performance evaluation.

Source Code (circle choices)

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Rating Code (circle one)

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

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:

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

Signature of Evaluatee **Date**

Comments of the Evaluator:

Signature of Evaluator **Date**