

SCHOOL DISTRICT OF GADSDEN COUNTY

OCCUPATIONAL THERAPIST

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Develop a Plan of Care with specific instructions to students, teachers, other professionals, parents, and other participants on an interdisciplinary team.
2. Participate in developing Individual Education Plans (IEPs), goals, and objectives that reflect student needs.
3. Identify / select appropriate materials and equipment for therapy.
4. Establish schedules for therapy sessions.

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 THERAPIST (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Establish and maintain effective and efficient record keeping procedures.
- 6. Maintain accurate records and data collection to document students' progress, including requirements for Medicaid.
- 7. Manage time effectively.
- 8. Manage materials and equipment effectively.
- 9. Establish and maintain a positive, organized and safe environment for students.
- 10. Use technology resources effectively.

Source Code (circle choices)

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

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

3. ASSESSMENT / EVALUATION

Category Definitions

- 11. Evaluate students' physical needs.
- 12. Write evaluations and interim progress reports.
- 13. Re-evaluate short-term objectives and write new ones.
- 14. Use standardized tools and clinical observations to screen, evaluate and reassess students' needs.

Source Code (circle choices)

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Rating Code (circle one)

- | | | | | |
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OCCUPATIONAL THERAPIST (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 15. Implement the Plan of Care for eligible students with specific instructions to students, teachers, other professionals, parents, and other interdisciplinary team participants.
- 16. Implement activities focused on improving skills needed to address specific problems.
- 17. Provide for the development, improvement, or restoration of sensor-motor, oral-motor, perceptual or neuromuscular functioning.
- 18. Provide intervention directed toward improving daily living skills, work readiness / performance, play skills, or enhancing educational performance skills.
- 19. Provide and recommend assistive technology, adaptive equipment, or environmental modifications as needed.
- 20. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- 21. Provide for student services as recommended in the IEP.

Source Code (circle choices)

- | | | | | | |
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5. COLLABORATION

Category Definitions

- 22. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- 23. Correspond with sponsoring physicians as appropriate.
- 24. Attend IEP meetings and other student-related conferences.
- 25. Provide families, employees, and other professionals with consultation and instruction in therapy techniques to establish carry-over into daily activities.
- 26. Consult with teachers, parents, and other IEP committee members to ensure that students' needs are being met.

Source Code (circle choices)

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OCCUPATIONAL THERAPIST (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 27. Participate in appropriate activities for the continuing improvement of professional knowledge and skills.
- 28. Provide employee inservice training as deemed necessary by the Director of Exceptional Student Education.

Source Code (circle choices)

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7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 29. Model professional and ethical conduct at all times.
- 30. Perform all professional responsibilities.
- 31. Prepare required reports and maintain all appropriate records.
- 32. Maintain confidentiality of student and other professional information.
- 33. Comply with policies, procedures, and programs.
- 34. Support school and District goals and priorities.
- 35. Perform other duties as assigned.

Source Code (circle choices)

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OCCUPATIONAL THERAPIST (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 36. Ensure that student growth / achievement is continuous and appropriate for age group and student program classification.
- 37. Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

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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OCCUPATIONAL THERAPIST (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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Rating Code (circle one)

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:

Four horizontal lines for comments of the evaluatee.

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

Signature of Evaluatee Date

Comments of the Evaluator:

Four horizontal lines for comments of the evaluator.

Signature of Evaluator Date