

## SCHOOL DISTRICT OF GADSDEN COUNTY

### SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION

#### PERFORMANCE APPRAISAL

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

#### 1. PLANNING / PREPARATION

##### Category Definitions

1. Participate in planning and developing programs and pre-kindergarten handicapped services for students and their families.
2. Establish short- and long-range plans based on exceptional student education pre-kindergarten through grade twelve (12) student needs, District, state and federal requirements.
3. Plan intervention strategies that are clearly related to identified needs.
4. Provide and follow schedule for assigned schools and inform appropriate people of departures from the schedule.

##### Source Code (circle choices)

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

##### Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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**SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)****2. ADMINISTRATIVE / MANAGEMENT****Category Definitions**

5. Use appropriate technology effectively.
6. Maintain accurate and current file of community agencies and contact persons.
7. Demonstrate organizational skills, establish priorities and plan for contingencies.
8. Develop and maintain a directory of service agencies and specific contracts available to exceptional student education pre-kindergarten through grade twelve (12) students and their families.
9. Prepare and maintain records and referrals.
10. Interpret educational policies, programs and procedures related to exceptional student education pre-kindergarten through grade twelve (12) services.
11. Serve as a liaison between the School District and coordinators of all District pre-kindergarten programs to ensure that all eligible exceptional student education children are referred to appropriate District pre-kindergarten.
12. Serve as an evaluator on the Pre-Kindergarten Transdisciplinary Evaluation Team for the identification of handicapped children.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
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**3. ASSESSMENT / EVALUATION****Category Definitions**

13. Use appropriate evaluation instruments, convey results and recommend interventions.
14. Conduct interviews with students and parents in school and home settings.
15. Gather data from a variety of sources; i.e., students, parents, school personnel, law enforcement and community.
16. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
17. Access student records on a need-to-know basis and protect their confidentiality.

**Source Code** (circle choices)

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

**SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)****4. INTERVENTION / DIRECT SERVICES****Category Definitions**

18. Facilitate systems for registries and record keeping relating to Child Find referrals, handicapped, high-risk birth and student health and the dissemination of this information.
19. Identify and provide appropriate exceptional student education pre-kindergarten through grade twelve (12) services for pre-kindergarten children and families.
20. Use appropriate intervention and service coordination techniques that address the specific needs of the student.
21. Work with parents and schools to resolve conflicts.
22. Accompany parents and schools to resolve conflicts.

**Source Code** (circle choices)

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**5. COLLABORATION****Category Definitions**

23. Participate with student study teams to solve problems, assist with IEPs and clarify special needs of identified students.
24. Collaborate with parents, ESE and other staff in the implementation of exceptional student education pre-kindergarten through grade twelve (12) service for students.
25. Apply knowledge of effective consultation procedures in working with parents, students and others.
26. Work with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.
27. Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.

**Source Code** (circle choices)

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**SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)****6. STAFF DEVELOPMENT****Category Definitions**

28. Initiate and participate in inservice training and research relevant to position.  
 29. Demonstrate professional growth and continuous improvement of professional knowledge and skills.  
 30. Inform school personnel how interagency and health services may be used in planning and evaluating exceptional student education pre-kindergarten through grade twelve (12) programs for students and procedures for referrals or assistance.

**Source Code** (circle choices)

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**7. PROFESSIONAL RESPONSIBILITIES****Category Definitions**

31. Establish and maintain continuous professional relationships with community and social agencies.  
 32. Serve as District-level contact for principals and teachers regarding ESE pre-kindergarten programs.  
 33. Keep appointments and follow up on commitments.  
 34. Submit accurate reports in a timely manner and maintain all appropriate records.  
 35. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.  
 36. Maintain confidentiality of student records.  
 37. Perform other duties as assigned.

**Source Code** (circle choices)

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**SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)****8. STUDENT GROWTH / ACHIEVEMENT****Control Dimension**

38. Conduct exceptional student education pre-kindergarten through grade twelve (12) services which ensure that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented parent interaction, student discipline records, attendance reports and others deemed appropriate by the District and / or required by adopted exceptional student education pre-kindergarten through grade twelve (12) curriculum.

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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**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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**SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)**

**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**

\_\_\_\_\_  
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