

## SCHOOL DISTRICT OF GADSDEN COUNTY

### SOCIAL WORKER, DROPOUT PREVENTION

#### PERFORMANCE APPRAISAL

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

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

#### 1. PLANNING / PREPARATION

##### Category Definitions

1. Participate in planning and developing programs and services for student dropouts and their families.
2. Establish short- and long-range plans based on student dropout needs and District, state and federal requirements.
3. Plan intervention strategies that are clearly related to identified needs.

##### 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
----------------	-------------------	-----------	----------------	-------------

**SOCIAL WORKER, DROPOUT PREVENTION (Continued)****2. ADMINISTRATIVE / MANAGEMENT****Category Definitions**

4. Use appropriate technology effectively.
5. Maintain accurate and current file of community agencies and contact persons.
6. Demonstrate organizational skills, establish priorities and plan for contingencies.
7. Prepare and maintain records and referrals.
8. Interpret educational policies, programs and procedures related to social worker and dropout prevention services.
9. Implement a recruitment student dropout program for the District.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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

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

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**SOCIAL WORKER, DROPOUT PREVENTION (Continued)****4. INTERVENTION / DIRECT SERVICES****Category Definitions**

15. Use appropriate intervention and service coordination techniques that address the needs of the student dropout and District requirements.
16. Investigate all referred students and report results of investigation to referring official as soon as possible.
17. Work with parents and schools to resolve conflict.
18. Serve as District representative, as requested, at meetings, hearings, appeals and as an intervention that will assist in keeping students in school.
19. Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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

20. Facilitate enrollment and attendance of non-English speaking student dropouts through liaison with varied ESOL-based programs specific to Gadsden County.
21. Work closely with community-based organizations and District and school personnel to ensure social work / dropout prevention service is maximized and that there is no duplication of service.
22. Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
23. Confer regularly with principals, teachers and other school specialists regarding students identified.
24. Collaborate with juvenile justice the transition of students in and out of the school system.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**SOCIAL WORKER, DROPOUT PREVENTION (Continued)****6. STAFF DEVELOPMENT****Category Definitions**

25. Initiate and participate in inservice training and research relevant to position.  
 26. Demonstrate professional growth and continuous improvement of professional knowledge and skills.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

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

27. Establish and maintain continuous professional relationships with community and social agencies.  
 28. Keep appointments and follow up on commitments.  
 29. Submit accurate reports in a timely manner and maintain all appropriate records.  
 30. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.  
 31. Maintain confidentiality of student records.  
 32. Perform other duties as assigned.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**SOCIAL WORKER, DROPOUT PREVENTION (Continued)**

**8. STUDENT GROWTH / ACHIEVEMENT**

**Control Dimension**

- 33. Conduct services in a manner which ensures 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 curriculum.
- 34. Assist in early identification of students' school-related problems to minimize interruption of teaching / learning.
- 35. Assist in interpreting the school program to the community, relating community concerns to the school and working toward expansion and development of resources for remediation and prevention of student difficulties.
- 36. Implement strategies that recruit students and families and encourage them to understand the connection between good attendance and positive achievement in school.

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)

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

**Rating Code** (circle one)

- |                       |                          |                  |                       |                    |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Needs Improvement</b> | <b>Effective</b> | <b>Very Effective</b> | <b>Outstanding</b> |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

**SOCIAL WORKER, DROPOUT PREVENTION (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)

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

**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