# SCHOOL DISTRICT OF GADSDEN COUNTY

## PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION

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-term plans, making schools aware of schedule.
3. Assist with the preparation of alternative learning activities for special needs.
4. Use test results to assist in planning strategies for ESE students which will enhance strengths in learning.

**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 |
|---|---|---|---|---|

## PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (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 students with disabilities, specific learning disabilities, gifted, emotionally handicapped, visually impaired, hearing impaired, and physically impaired.
8. Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations.
9. Assist schools with annual review procedures.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

### 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. Interpret test results for teachers, parents and other educational personnel.
12. Assess student achievement by monitoring test scores, behavior patterns and observations.
13. Monitor and assess mainstreaming effectiveness.
14. Assist in the development of program evaluation instruments.

**Source Code** (circle choices)

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

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

## PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

### 4. INTERVENTION / DIRECT SERVICES

**Category Definitions**

15. Provide assistance to new teachers in organizing for instruction.
16. Monitor educational programming for exceptional students.
17. Assist ESE personnel in selecting and developing curriculum guides and materials.
18. Provide sources and assist in procuring, distributing and evaluating specialized materials.
19. Serve as the District's local education agency representative for eligibility staffings, placements, change in programs, development of Individual Educational Plans, annual reviews and dismissals.

**Source Code** (circle choices)

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### 5. COLLABORATION

**Category Definitions**

20. Serve as the Exceptional Education representative on committees.
21. Participate in meetings to discuss law changes, unique cases and other relevant staffing needs.
22. Act as liaison between programs and principals.
23. Serve as contact person for assigned program areas.

**Source Code** (circle choices)

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## PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

### 6. STAFF DEVELOPMENT

**Category Definitions**

24. Participate in county-wide inservice.
25. Provide training for ESE and regular education teachers, paraprofessionals and other school personnel.
26. 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**

27. Maintain an objective position as child's advocate.
28. Document recommendations, implementation and test results.
29. Submit accurate reports in a timely manner and maintain all appropriate records.
30. Maintain confidentiality of student records.
31. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
32. Perform other duties as assigned.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

## PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

### 8. STUDENT GROWTH / ACHIEVEMENT

**Control Dimension**

33. Ensure that student achievement is continuous and appropriate for materials and age group.  Indicators may include:  placement, case history and follow-up reports, standardized tests, documented parent participation, analysis reports, student study team reports and student academic and / or discipline records.
34. Ensure that ESE students are placed in the least restrictive environment.

(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 |
|---|---|---|---|---|

### 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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## PROGRAM SPECIALIST, EXCEPTIONAL STUDENT EDUCATION (Continued)

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**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** _____

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**Comments of the Evaluatee:**

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_____
_____
_____

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

**Comments of the Evaluator:**

_____
_____
_____
_____

_____

**Signature of Evaluatee**                          **Date**

_____

**Signature of Evaluator**                          **Date**