

SCHOOL DISTRICT OF GADSDEN COUNTY

VISITING TEACHER

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

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

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
----------------	-------------------	-----------	----------------	-------------

VISITING TEACHER (Continued)

2. ADMINISTRATIVE / MANAGEMENT**Category Definitions**

4. Use appropriate technology effectively.
5. Maintain an 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 visiting teacher services.
9. Implement a truancy program for the District.

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

3. ASSESSMENT / EVALUATION**Category Definitions**

10. Use appropriate evaluation instruments, convey results and recommend interventions.
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)

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

VISITING TEACHER (Continued)

4. INTERVENTION / DIRECT SERVICES**Category Definitions**

15. Use appropriate interventions and service coordination techniques that address the specific needs of the students.
16. Investigate all referred students and report results of investigation to referring school as soon as possible.
17. Work with parents and schools to resolve conflict.
18. Explain compulsory school attendance laws and follow up on attendance problems reported by schools.
19. Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.

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

5. COLLABORATION**Category Definitions**

20. Participate with student study teams to solve problems, assist with IEPs and clarify special needs of identified students.
21. Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
22. Confer regularly with principals, teachers and other school specialists regarding students with attendance and behavior problems.
23. Collaboration with juvenile justice the transition of students in and out of the school system.

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

VISITING TEACHER (Continued)

6. STAFF DEVELOPMENT

Category Definitions					
24. Initiate and participate in inservice training and research relevant to position.					
25. Demonstrate professional growth and continuous improvement of professional knowledge and skills.					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

7. PROFESSIONAL RESPONSIBILITIES

Category Definitions					
26. Establish and maintain continuous professional relationships with community and social agencies.					
27. Keep appointments and follow up on commitments.					
28. Submit accurate reports in a timely manner and maintain all appropriate records.					
29. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.					
30. Perform other duties as assigned.					
Source Code <small>(circle choices)</small>					
A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation
Rating Code <small>(circle one)</small>					
Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding	

VISITING TEACHER (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 31. 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 interactions, student discipline records, attendance reports and other reports deemed appropriate by the District and/or required by adopted curriculum.
- 32. Assist in early identification of students' school-related problems to minimize interruption of teaching/learning.
- 33. 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.
- 34. Assist parents and students in making appropriate and lawful decisions regarding school attendance.

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)

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

VISITING TEACHER (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