

WORTH COUNTY SCHOOL SYSTEM
SPEECH PATHOLOGIST EVALUATION/ANNUAL INSTRUMENT

Annual evaluation? Yes No

Name _____ S.S. # _____
School _____ Date _____
Evaluator Name _____

Directions: Rate the employee in each category using the following scale:
1 = Not Evident/Ineffective 2 = Emerging/Needs Improvement 3 = Proficient 4 = Exemplary
THERE ARE NO "N/A'S." EACH CATEGORY MUST BE SCORED

GENERAL

- 1. Demonstrates appropriate verbal and written communication skills. _____
 - 2. Performs routine duties and tasks with little or no direct supervision. _____
 - 3. Participates in extracurricular activities and/or serves on designated committees _____
 - 4. Demonstrates loyalty to the school, school system and administrators. _____
 - 5. Performs other duties as assigned by the principal. _____
- Comments _____

PROMOTE STUDENT ACHIEVEMENT GOALS

- 6. Assesses and encourages student progress by promoting engagement, monitoring student progress, responding to adequate and inadequate performances and showing support of students in an appropriate manner. _____
 - 7. Manages the learning environment by using time efficiently, maintaining an effective physical setting for instruction and maintaining appropriate student behavior in the classroom. _____
 - 8. Checks for essential preliminary referral information on students to be evaluated. _____
 - 9. Adheres to local procedures for processing evaluation referrals. _____
 - 10. Conducts individualized comprehensive speech/language evaluations _____
 - 11. Takes a leadership role in meetings where evaluation data is shared with school staff and parents. _____
 - 12. Takes a leadership role in the development of the speech/language eligibility document. _____
 - 13. Takes a leadership role in preparing the individual education plan (IEP). _____
 - 14. Works collaboratively with general educators and administrators in developing a speech schedule. _____
 - 15. Builds and maintains student files that meet local, state, and federal requirements. _____
 - 16. Serves as a consultant to Student Support Team and others in matters pertaining to speech. _____
 - 17. Works with other speech pathologists to establish and meet program goals. _____
 - 18. Adheres to local, state, and federal timelines. _____
- Comments _____

PROFESSIONAL GROWTH

- 19. Participates in professional organizations and staff development activities. _____
 - 20. Shares information with others and applies what is learned to the classroom. _____
 - 21. Accepts new challenges in a professional manner _____
- Comments _____

INTERPERSONAL SKILLS

- 22. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications; works effectively with colleagues and exhibits the fundamentals of good public/customer service. _____
 - 23. Enhances the climate of the building and the morale of colleagues. _____
 - 24. Accepts constructive criticism and follows up on administrative actions for improving performance. _____
- Comments _____

PROMPTNESS AND DEPENDABILITY

- 25. Maintains a pattern of regular attendance. (4 = 0-3 absences, 3 = 4-7 absences, 2 = 8-10 absences, 1 = 11+ absences)
Number of annual absences to date _____
 - 26. Maintain a pattern of prompt daily attendance.
(4 = 0-3 tardies, 3 = 4-6 tardies, 2 = 7-8 tardies, 1 = 9+ tardies)
Number of attendance tardies _____
 - 27. Completes reports, documentation, duties and other assignments in a prompt and professional manner. _____
 - 28. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. _____
- Comments _____

ADHERENCE TO POLICIES AND PROCEDURES

- 29. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements. _____
- 30. Adheres to the chain of command _____
- 31. Recognizes Cultural Diversity _____
- 32. Maintains confidentiality of sensitive information and material _____
- 33. Maintains a professional appearance as appropriate for job responsibilities _____
- 34. Assures security and accountability for equipment and supplies. _____

PERSONAL CONDUCT IN PERFORMANCE OF DUTIES

- 35. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public. _____
 - 36. Acts in a professional manner and assumes responsibility for the total school program, the safety of students and good operating order _____
 - 37. Shows initiative and assumes responsibility for all aspects of job responsibilities. _____
- Comments _____
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INTEGRATION OF TECHNOLOGY

- 38. Demonstrates knowledge and proficiency in the use of technology as applicable to job responsibilities _____
 - 39. Demonstrates knowledge and proficiency in the use of other computer applications as applications as applicable to job responsibilities. _____
 - 40. Incorporates the use of technology into instruction in an appropriate manner. _____
- Comments _____
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OVERALL EVALUATION SCORE: ____ **SATISFACTORY** ____ **UNSATISFACTORY**

Satisfactory evaluation: Overall average equals 3 or greater (no rounding)

Employee	Date	Comments attached
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Evaluator	Date	Comments attached
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Employee Comments:

****Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.**** _____