66

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB COACH FOR ESE STUDENTS

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

	Category Definitions									
2.	 Develop job training plans for each student. Develop, maintain and utilize a community resource file. Review program goals and objectives with Job Placement Specialist. 									
Sou	urce Code (circle choices)									
А.	Behavioral Event B Interview	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one)									
Unsatisfactory Needs Improvement				Effe	ctive	Ve	ry Effective		Outstanding	

2. PROGRAM MANAGEMENT

	Category Definitions																	
	 Maintain individual files on each student, including entry and program evaluations, classroom, on-the-job attendance, disciplinary records, and job performance evaluations that are done by employers. Maintain records and reports in auditable form under the supervision of the classroom teacher. 																	
			-	e for	m under the supe	ervisio	n of the classro	om teac	her.									
	Manage time effe		•															
	Assist in maintain	0	•															
8.	Provide, following	g app	propriate training,	stude	ent supervision a	ıs assig	ned.											
	Source Code (circle choices)																	
Sou	urce Code (circle choice	s)																
Sou A.	urce Code (circle choice Behavioral Event Interview	^{s)} B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation							
А.	Behavioral Event			C.		D.	Programs Competency	E.		F.								

3. ASSESSMENT ASSISTANCE

	Category Definitions										
 9. Assist in evaluating each student upon entry. 10. Monitor progress using instruments provided. 11. Assist in evaluating program effectiveness and suggest means of improvement. 											
So A.	urce Code (circle choice Behavioral Event Interview	s) B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one) Unsatisfactory		Needs Impro	ovemen	t Effecti	ive	Ve	ry Effe	ctive	0	outstanding

4. SERVICE DELIVERY

	Category Definitions										
13. 14. 15.	 Facilitate the delivery of prescribed work experience curriculum to students identified for the program. Provide individualized instruction to each student in those areas where weaknesses are diagnosed. Place students at work sites appropriate for their training plan and the employer's need. Provide extended on-site job coaching for students if needed. Prepare and maintain requested / required reports and records. 										
Sou	arce Code (circle choices)										
A.	Behavioral Event I Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Rat	ting Code (circle one) Unsatisfactory		Needs Imp	proven	nent	Effecti	ive	Very Ef	fective	(Outstanding

5. COLLABORATION

	Category Definitions								
17. Visit work sites weekly for contact with students and supervisor / employer.18. Work closely with teachers and other professionals.19. Communicate effectively orally and in writing.									
Source Code (circle choices)									
A. Behavioral Event B. Interview	Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation				
Rating Code (circle one)									
Unsatisfactory	Needs Improv	vement	Effective	Very Effective	Outstanding				

6. TRAINING AND DEVELOPMENT

	Category Definitions									
20. Participate in training sessions and inservice.21. Assist others in understanding the program.22. Determine career goals, conduct a personal assessment, and develop a systematic plan including goals and time tables.										
Source Code (circle choices)	Source Code (circle choices)									
A. Behavioral Event E Interview	B. Direct Documentation	C. Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation		
Rating Code (circle one) Unsatisfactory	Needs Improver	ment E	Effective		Very Effe	ective	0	outstanding		

7. RESPONSIBILITIES AND ETHICS

24. 25. 26. 27.	 Maintain confider Use effective, pos Demonstrate integ Carry out job resp Recognize and rei Perform other dut 	sitive grity onsil main	interpersonal ski through ethical be bilities in a timely sensitive to the in	lls. ehavio y and	or. consistent manne	er.					
So A.	urce Code (circle choice Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
	ting Code (circle one)			_						_	

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension								
 D. Ensure that actions contribute to continuous growth and achievement appropriate for student program classification. D. Collect and maintain individual diagnostic information, attendance, discipline records, and employers' job performance evaluation. 								
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.								
rovide 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.								
ource Code (circle choices)								
. Behavioral Event B. Direct C. Indirect D. Training E. Evaluatee F. Confirmed Interview Documentation Documentation Programs Provided Observation Competency Acquisition								
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 ma	aintaining a positive c	ollaborative relationsh	ip with the stu	dents' fan	nilies to increase	stude	ent 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)								
	Direct C. Documentation	Indirect D. Documentation	Training Programs Competency Acquisition		Evaluatee Provided	F.	Confirmed Observation	
Rating Code (circle one)								
Unsatisfactory	Needs Improvemen	nt Effective	2	Very Eff	ective	0	utstanding	

OVERALL RATING: (enter total scores)										
	Input from parents and teachers	d and analyzed in preparation of this report.								
Unsatisfactory	_ Needs Improvement	Effective	Very Effective	Outstanding						
Comments of the Evaluate	e:		This evaluation has been discussed v	with me: Yes No						
			C'and the formula day							
Comments of the Evaluato	or:		Signature of Evaluatee	Date						
			Signature of Evaluator	Date						