SCHOOL DISTRICT OF GADSDEN COUNTY

JOB PLACEMENT SPECIALIST

PERFORMANCE APPRAISAL

Name Position

School / Dept. _____ School Year _____

Very Effective

Outstanding

1. PLANNING / PREPARATION

Effective

Category Definitions 1. Develop programs for exceptional education students. 2. Make short- and long-range plans, making schools aware of the schedule. 3. Assist with the preparation of alternative learning activities for special needs. 4. Use vocational data to assist in planning strategies for ESE students which will enhance strengths in learning in all programs. Source Code (circle choices) A. **Behavioral Event** B. Direct C. Indirect D. Training E. Evaluatee F. Confirmed Interview Documentation Documentation Programs Provided Observation Competency Acquisition Rating Code (circle one)

Needs Improvement

Unsatisfactory

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 handicapped, specific learning disabilities, gifted, emotionally handicapped, severely emotionally disturbed and visually impaired as it is related to transition services.
- 8. Monitor the operation of ESE programs in the schools to ensure compliance with federal, state and county laws and regulations dealing with transition.
- 9. Assist in supervising Job Coach.

Source Code (circle choices) A. **Behavioral Event** B. Direct C. Indirect D. Training E. Evaluatee F. Confirmed Provided Interview Documentation Documentation Programs Observation Competency Acquisition Rating Code (circle one) Effective Very Effective Outstanding Unsatisfactory **Needs Improvement**

3. ASSESSMENT / EVALUATION

	Category Definitions									
11.	 Assist in the evaluation and selection of textbooks and other instructional materials to be recommended for adoption in exceptional student education programs. Monitor and assess mainstreaming effectiveness. Assist in the development of program evaluation instruments use in the vocational areas for ESE students. 									
So A.	urce Code (circle choices) Behavioral Event Interview	B. Direct Documentation		lirect cumentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one) Unsatisfactory	Needs Impro	vement	Effec	tive	Ver	y Effe	ctive	0	utstanding

4. INTERVENTION / DIRECT SERVICES

	Category Definitions										
	 Assist ESE personnel in selecting and developing curriculum guides and materials use in vocational and ESE programs. Provide sources and assist in procuring, distributing, and evaluating specialized materials for Community Based Instruction and Transition program. 										
15.	15. Serve as the District's local education agency representative for eligibility staffing, placements, change in programs, development of individual educational plans, and reviews and dismissals.										
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Sou	urce Code (circle choices	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.	

5. COLLABORATION

Category Definitions 16. Serve as the Exceptional Education representative on committees. 17. Participate in meetings to discuss law changes, unique cases and other relevant stated needs. 18. Act as liaison between program principals and agency personnel to facilitate short- and long-range employment for students. 19. Serve as contact person for assigned program areas. Source Code (circle choices) Behavioral Event B. Direct C. Indirect D. Training E. Evaluatee F. Confirmed A. Interview Documentation Documentation Programs Provided Observation Competency Acquisition Rating Code (circle one) Unsatisfactory Effective **Very Effective** Outstanding **Needs Improvement**

6. STAFF DEVELOPMENT

21.	Category Definitions 20. Participate in county-wide training. 21. Provide training for ESE and regular education teachers, paraprofessionals and other school personnel. 22. Attend state meetings as resources are available and share information with peers, teachers and staff.										
So	Source Code (circle choices)										
А.	Behavioral Event Interview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one) Unsatisfactory		Needs Impro	vemen	t Efi	fective		Very Effe	ective	C	Outstanding

7. PROFESSIONAL RESPONSIBILITIES

Category Definitions 23. Maintain an objective position as child's advocate. 24. Submit accurate reports in a timely manner and maintain all appropriate records. 25. Maintain confidentiality of student records. 26. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community. 27. Work on in-house grants and projects. 28. Perform other duties as assigned.							
Source Code (circle choices) A. Behavioral Event B. Direct C. Indirect Documentation Interview Documentation C. Indirect D. Training E. Evaluatee F. Confirmed Programs Competency Acquisition Documentation							
Rating Code (circle one) Very Effective Outstanding Unsatisfactory Needs Improvement Effective Very Effective Outstanding							

8. STUDENT GROWTH / ACHIEVEMENT

29. Ensure that ESE students receive job-related skills.

30. Counsel handicapped and disadvantaged students prior to entering grade 9 and advise them and their parents on vocational and ESE work programs available to ESE students.

31. Coordinate training in career education for ESE students.

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 B.** Direct C. Indirect D. Training E. Evaluatee F. Confirmed Interview Documentation Documentation Programs Provided Observation Competency Acquisition 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)							
Behavioral Event B. Direct C. Indirect D. Training E. Evaluatee F. Confirmed Interview Documentation Documentation Programs Provided Observation Competency Acquisition							
ting 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.							

Chsausractory Needs improvement El	Tective Very Effective Out	
Comments of the Evaluatee:	This evaluation has been discussed with me: Y 	es No
Comments of the Evaluator:		Date
	Signature of Evaluator	Date