# SCHOOL DISTRICT OF GADSDEN COUNTY

### **OCCUPATIONAL SPECIALIST**

PERFORMANCE APPRAISAL

Name

\_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ School Year \_\_\_\_\_

#### 1. PLANNING / PREPARATION

#### **Category Definitions**

- 1. Establish short- and long-range plans based on student needs and District and state curriculum requirements.
- 2. Select, develop or modify instructional materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
- 3. Assist in preparing for changing curriculum needs and continuous improvement.
- 4. Assist counselors and other school personnel in identifying potential dropouts, locating actual dropouts and counseling individuals and their parents or guardians about educational programs and / or job placement.

Soi	Irce Code (circle choice	es)									
А.	Behavioral Event Interview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	Rating Code (circle one)										
	Unsatisfactory Needs Improvement		Effe	ctive	Ve	ry Effective		Outstanding			

#### 2. ADMINISTRATIVE / MANAGEMENT

	Category Definitions									
6. 7. 8. 9. 10. 11. 12. 13.	<ol> <li>Maintain a positive, organized and safe learning environment.</li> <li>Manage materials, equipment and time in an effective manner.</li> <li>Establish and maintain effective and efficient record keeping procedures.</li> <li>Use appropriate student behavior management techniques.</li> <li>Assist in enforcement of school rules, administrative regulations and School Board policies.</li> <li>Provide instruction in employability skills.</li> <li>Coordinate career education services.</li> <li>Identify and assist students desiring job placement.</li> <li>Prepare and disseminate lists of job openings and public agencies concerned with employment.</li> <li>Develop and maintain an operational career educational information center.</li> </ol>									
So A.	urce Code (circle choices) Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation				
Ra	ting Code (circle one) Unsatisfactory	Needs Im	provement	Effective	Very Effective	Outstanding				

# 3. ASSESSMENT / EVALUATION

	Category Definitions										
<ul> <li>15. Develop and use assessment strategies to assist students.</li> <li>16. Interpret and use data for diagnosis, planning and evaluation.</li> <li>17. Assist in conducting follow-up studies and surveys of students completing or leaving school.</li> <li>18. Assist with the planning and implementation of the vocational testing program.</li> </ul> Source Code (circle choices)											
А.	Behavioral Event Interview	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	vemen	ıt Effecti	ive	Ver	y Effe	ctive	C	Outstanding

#### 4. INTERVENTION / DIRECT SERVICES

					Categor	y Defii	nitions				
20. 21. 22. 23.	<ol> <li>Use appropriate materials, technology and resources to help meet learning needs of students.</li> <li>Provide a positive environment in which students are encouraged to be actively engaged in the learning process.</li> <li>Provide instruction on safety procedures and proper handling of materials and equipment.</li> <li>Recognize overt indicators of student stress or abuse and take appropriate intervention, referral or reporting action.</li> <li>Serve as a liaison between the school and employees.</li> <li>Perform exit interviews.</li> </ol>										
So	urce Code (circle choice	es)									
А.	Behavioral Event Interview	В.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	Rating Code (circle one)										
	Unsatisfactory		Needs Imp	rover	nent	Effect	ive	Very Ef	ffective	C	Outstanding

#### 5. COLLABORATION

#### **Category Definitions**

- 25. Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- 26. Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- 27. Assist teachers in planning and implementing career education activities.
- 28. Provide information to the business community regarding students trained and available for part-time, full-time, temporary or permanent employment.
- 29. Promote public relations between schools, public agencies and the community.
- 30. Assist with recruiting efforts for vocational programs.

So	urce Code (circle choice	s)									
А.	Behavioral Event Interview	B.	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Ra	ting Code (circle one) Unsatisfactory		Needs Impr	ovemei	nt	Effectiv	7e	Very Ef	fective	C	Outstanding

# 6. STAFF DEVELOPMENT

	Category Definitions									
	<ol> <li>Assist others in acquiring knowledge and understanding of area of responsibility.</li> <li>Engage in continuing improvement of professional knowledge and skills.</li> </ol>									
Source Code (cir	Source Code (circle choices)									
A. Behavioral Ev Interview	vent B	Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Rating Code (cir	:le one)									
Unsatisfacto	ory	Needs Impro	vement	t Effe	ective		Very Effe	ective	0	Outstanding

### 7. PROFESSIONAL RESPONSIBILITIES

	Category Definitions									
34. Perform an	<ul> <li>33. Adhere to ethical standards of the education profession.</li> <li>34. Perform and fulfill all professional responsibilities.</li> <li>35. Perform other duties as assigned.</li> </ul>									
Source Code (a	Source Code (circle choices)									
A. Behavioral I Interview	Cvent I	3. Direct Documentation	C.	Indirect Documentation	D.	Training Programs Competency Acquisition	E.	Evaluatee Provided	F.	Confirmed Observation
Rating Code (a Unsatisfac		Needs Impro	vemen	t Ef	fective		Very Effe	ective	0	outstanding

### 8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension								
<ol> <li>Ensure that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification.</li> </ol>								
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 Dimen	sion							
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 col	llaborative relationshi	n with the students' f	amilies to increase s	tudent achievement					
Assist in establishing and	manualing a positive con		p with the students 1	annines to increase s						
(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. Interview		Documentation	Training E. Programs Competency Acquisition	Evaluatee Provided	F. Confirmed Observation					
Rating Code (circle one)	Rating Code (circle one)									
Unsatisfactory	Needs Improvement	Effective	Very E	ffective	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 Evaluate	e:		This evaluation has been discussed w	vith me: Yes No							
			Signature of Evaluatee	Date							
Comments of the Evaluato	r:		Signature of Evaluatee	Date							
			Signature of Evaluator	Date							