

## SCHOOL DISTRICT OF GADSDEN COUNTY

### SOCIAL WORKER, 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
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##### Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding
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**SOCIAL WORKER, 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 / social worker services.
9. Implement a truancy program for the District.

**Source Code** (circle choices)

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

**Rating Code** (circle one)

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

**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)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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**Rating Code** (circle one)

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**SOCIAL WORKER, VISITING TEACHER (Continued)****4. INTERVENTION / DIRECT SERVICES****Category Definitions**

15. Use appropriate interventions and service coordination techniques that address the specific needs of the student.
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)

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**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. Collaborate, with juvenile justice, the transition of students in and out of the school system.

**Source Code** (circle choices)

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**SOCIAL WORKER, 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** (circle choices)

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

**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** (circle choices)

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**SOCIAL WORKER, 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 interaction, student discipline records, attendance reports and others 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 to make appropriate and lawful decisions regarding school attendance.

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)

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