

Lincoln Elementary School District 156

Speech Language Pathologist/ Para-professional Evaluation

NAME: _____ DATE: _____

Evaluator: _____

Please evaluate the certified employee on each of the factors listed. If the factor does not apply, mark not applicable [NA].
Use the following rating scale to indicate the person's job performance.

Excellent
Satisfactory
Unsatisfactory
Not Applicable - NA

The observation time is scheduled in advance of the Evaluator's visit within your program. This visitation is the certified employee's opportunity to demonstrate his/her expertise in their work assignment (teaching, counseling, performing assessments, interviewing students, parents, etc....)

DIAGNOSTIC SKILLS USED IN ASSESSMENT

| | E | S | U | NA |
|--|-----|-----|-----|-----|
| 1. Uses instruments which are appropriate to the student. | ___ | ___ | ___ | ___ |
| 2. Uses an adequate number of assessments for the student. | ___ | ___ | ___ | ___ |
| 3. Understands the instrument and is accurate in the scoring procedures. | ___ | ___ | ___ | ___ |

UTILIZES APPROPRIATE LINKAGE BETWEEN ASSESSMENT AND INSTRUCTION

| | | | | |
|--|-----|-----|-----|-----|
| 4. Identifies through diagnostic assessment the strengths and weaknesses of the student. | ___ | ___ | ___ | ___ |
| 5. Is a contributing member of the IEP team. | ___ | ___ | ___ | ___ |
| 6. Is able to identify goals and objectives consistent with the student's weaknesses. | ___ | ___ | ___ | ___ |
| 7. Learning standards are identified which are to be incorporated in the student's program. | ___ | ___ | ___ | ___ |
| 8. Substitute teachers are provided a plan for daily instruction. | ___ | ___ | ___ | ___ |
| 9. Instruction of the students incorporates a linkage from evaluation to IEP to daily instruction. | ___ | ___ | ___ | ___ |
| 10. Other _____ | ___ | ___ | ___ | ___ |

DEMONSTRATES POSITIVE MANAGEMENT OF BEHAVIOR

| | | | | |
|---|-----|-----|-----|-----|
| 11. Appropriate positive management of individual student's behavior. | ___ | ___ | ___ | ___ |
| 12. Appropriate positive management of student behavior in small groups. | ___ | ___ | ___ | ___ |
| 13. Appropriate positive management of student behavior in large groups. | ___ | ___ | ___ | ___ |
| 14. Appropriate management of crisis intervention during behavior episodes. | ___ | ___ | ___ | ___ |
| 15. Other _____ | ___ | ___ | ___ | ___ |

DEMONSTRATES INDIVIDUALIZATION OF INSTRUCTION FOR EACH STUDENT ASSIGNED

| | | | | |
|--|-----|-----|-----|-----|
| 16. Appropriate grouping of students for instruction. | ___ | ___ | ___ | ___ |
| 17. Appropriate questioning techniques. | ___ | ___ | ___ | ___ |
| 18. Developmentally and sequentially appropriate instruction for each student. | ___ | ___ | ___ | ___ |
| 19. Appropriate level of material selected and adapted for each student. | ___ | ___ | ___ | ___ |
| 20. Other _____ | ___ | ___ | ___ | ___ |

MAINTAINS EVIDENCE OF STUDENT’S INDIVIDUALIZED EDUCATIONAL PROGRAM

Note: Prior to or during the time of the visitation to the program the certified employee should provide to the evaluator at least one student’s documents to demonstrate the fulfillment of these factors.

| | E | S | U | NA |
|---|-----|-----|-----|-----|
| 21. Completes the IEP document accurately with the student information and information gained through assessment. | ___ | ___ | ___ | ___ |
| 22. There is evidence of appropriate planning for instruction. | ___ | ___ | ___ | ___ |
| 23. Maintains student’s daily schedule which includes mainstreamed classes. | ___ | ___ | ___ | ___ |
| 24. Maintains documentation of contacts with student’s parents. | ___ | ___ | ___ | ___ |
| 25. Maintains documentation of contacts with student’s general education teachers. | ___ | ___ | ___ | ___ |

MAINTAINS APPROPRIATE STAFF RELATIONSHIPS

| | | | | |
|---|-----|-----|-----|-----|
| 26. Maintains appropriate staff and administrative relationships within the assigned building(s). | ___ | ___ | ___ | ___ |
| 27. Maintains appropriate staff relationships with the IEP Team members. | ___ | ___ | ___ | ___ |
| 28. Maintains appropriate staff relationships with the administration. | ___ | ___ | ___ | ___ |

DEMONSTRATES APPROPRIATE SUPERVISORY SKILLS

| | | | | |
|--|-----|-----|-----|-----|
| 29. Appropriately supervises the educational support personnel assigned to you. | ___ | ___ | ___ | ___ |
| 30. Appropriately supervises educational support personnel which are shared with other certified employee. | ___ | ___ | ___ | ___ |
| 31. Maintains documentation of the expectations for the educational support personnel which are assigned to you. | ___ | ___ | ___ | ___ |

USE OF TIME MANAGEMENT

| | | | | |
|---|-----|-----|-----|-----|
| 32. Punctual in attendance. | ___ | ___ | ___ | ___ |
| 33. Punctual in completion of assigned job responsibility tasks. | ___ | ___ | ___ | ___ |
| 34. Punctual in attendance of meetings. | ___ | ___ | ___ | ___ |
| 35. Punctual in completion of forms on student information. | ___ | ___ | ___ | ___ |
| 36. Punctual in completion of enrollment forms. | ___ | ___ | ___ | ___ |
| 37. Completes all reports and forms necessary for payroll in a timely manner. | ___ | ___ | ___ | ___ |
| 38. Completes all required absentee reports. | ___ | ___ | ___ | ___ |
| 39. Follows Lincoln Elementary School District 156 policy for reporting absenteeism and obtaining a substitute. | ___ | ___ | ___ | ___ |

APPROPRIATE COMMUNICATION SKILLS

| | | | | |
|--|-----|-----|-----|-----|
| 40. Appropriate speech and language skills used within the work place. | ___ | ___ | ___ | ___ |
| 41. Appropriate interpretive skills. | ___ | ___ | ___ | ___ |
| 42. Appropriate communication within the classroom setting. | ___ | ___ | ___ | ___ |
| 43. Appropriate communication within the small group setting. | ___ | ___ | ___ | ___ |
| 44. Appropriate communication within the large group setting. | ___ | ___ | ___ | ___ |

APPROPRIATE APPEARANCE WITHIN THE WORK SETTING

| | | | | |
|--|-----|-----|-----|-----|
| 45. Appropriate dress at the work place. | ___ | ___ | ___ | ___ |
| 46. Appropriate mannerism at the work place. | ___ | ___ | ___ | ___ |
| 47. Appropriate hygiene at the work place. | ___ | ___ | ___ | ___ |

DISPLAYS LEADERSHIP

| | | | | |
|--|-----|-----|-----|-----|
| 48. Demonstrates leadership within educational opportunities. | ___ | ___ | ___ | ___ |
| 49. Demonstrates leadership within your professional organization. | ___ | ___ | ___ | ___ |
| 50. Demonstrates leadership within Lincoln Elementary School District 156. | ___ | ___ | ___ | ___ |

COMMENTS

Note: Certified Employee or the Evaluator may include comments as part of this evaluation.

STRENGTHS:

CONCERNS:

Name _____ Position _____

Program _____

_____ Non-Tenured (1st or 2nd Evaluation) Days Absent _____

_____ Years of Service for Non-Tenured Staff

EVALUATION SEQUENCE:

| Date of Pre-Observation Conference | Date of Performance Observation | Length of Visit | Type of Class or Observation | Post Observation Conference |
|------------------------------------|---------------------------------|-----------------|------------------------------|-----------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

OVERALL PERFORMANCE RATING:

_____ Excellent _____ Satisfactory _____ Unsatisfactory

EMPLOYMENT RECOMMENDATION:

_____ Re-employment _____ Remediation _____ Termination

Evaluator

Date

Staff Member

Date

SIGNING OF THIS INSTRUMENT BY THE STAFF MEMBER ACKNOWLEDGES PARTICIPATION IN, BUT NOT NECESSARILY CONCURRENCE WITH THE EVALUATION. EVALUATION IS AN ON-GOING PROCESS.