

Lincoln Elementary School District 156

School Nurse

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....)

NURSING RESPONSIBILITIES

	E	S	U	NA
1. Uses effective documentation methods.	___	___	___	___
2. Organizes and implements state mandated programs of immunization and health screening.	___	___	___	___
3. Promotes positive safety practices both within and outside of the school building.	___	___	___	___
4. Reviews and is prepared to implement the School Crisis Plan.	___	___	___	___
5. Insures that medication and medical treatment is administered as prescribed. There must be a note from a parent or physician specifying the necessary treatment.	___	___	___	___
6. Arranges for the standard care of ill and injured students and staff members according to accepted standards of practice.	___	___	___	___
7. Manages communicable disease issues in the school by providing school-based education and interventions.	___	___	___	___
8. Makes recommendations concerning health care and services to appropriate persons and/or agencies.	___	___	___	___
9. Can assess acute and chronic health conditions.	___	___	___	___
10. Identifies health-related needs for inclusion in the students' IEP or 504 plan, and develops a health management plan if appropriate.	___	___	___	___
11. Has current knowledge in community health issues and communicable disease control.	___	___	___	___
12. Understands the stages of student growth and development.	___	___	___	___
13. Is knowledgeable in injury prevention and emergency care issues.	___	___	___	___
14. Communicates in an appropriate manner.	___	___	___	___
15. Presents health education materials accurately.	___	___	___	___
16. Elicits and responds to student questions when appropriate.	___	___	___	___
17. Provides appropriate building staff with medical information regarding students as allowed by law.	___	___	___	___
18. Is prompt and attentive to student health care needs.	___	___	___	___

PROFESSIONAL CONDUCT AND LEADERSHIP

E S U NA

19.	Maintains a safe and functional health-care environment.	___	___	___	___
20.	Health-care environment is neat, sanitary and orderly.	___	___	___	___
21.	Maintains proper care of equipment and materials.	___	___	___	___
22.	Is accurate and punctual with required reports, records and communication	___	___	___	___
23.	Is punctual and has good attendance.	___	___	___	___
24.	Initiates or supports educational programs or projects.	___	___	___	___
25.	Participates in student assistance planning related to building and district goals	___	___	___	___
26.	Demonstrates flexibility by adjusting schedules when needed.	___	___	___	___
27.	Discretely handles confidential, sensitive or difficult situations.	___	___	___	___
28.	Works cooperatively and courteously with colleagues, administration, and non-certified personnel.	___	___	___	___
29.	Displays a willingness to share ideas and materials.	___	___	___	___
30.	Provides timely communication with parents.	___	___	___	___
31.	Is courteous with parents.	___	___	___	___
32.	Welcomes parents' visits and calls about students.	___	___	___	___
33.	Is willing to help students and other staff members in need of assistance.	___	___	___	___
34.	Collaborates with local agencies as needed and allowed by law.	___	___	___	___
35.	Maintains an orderly work space so that materials are available to administrators secretary if she/he is not in the building.	___	___	___	___

PROFESSIONAL AND LEGAL RESPONSIBILITIES

36.	Complies with and executes obligations under state and federal laws, and Board of Education policies, regulations, and administrative directives.	___	___	___	___
37.	Maintains protection of student's rights and privacy.	___	___	___	___
38.	Participates in professional development activities.	___	___	___	___
39.	Willing to implement new strategies.	___	___	___	___
40.	Presents self as a positive role model for students.	___	___	___	___
41.	Works with other staff members as an advocate for the students.	___	___	___	___
42.	Completes assigned duties promptly.	___	___	___	___
43.	Accepts responsibility for student health care throughout the building and district.	___	___	___	___
44.	Maintains accurate records as required.	___	___	___	___
45.	Maintains appropriate confidentiality in all matters, including but not limited to, student discipline, IEP, and student records.	___	___	___	___

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.