

LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY

Summative Appraisal Form

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5** **Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4** **Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3** **Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2** **Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1** **Unsatisfactory:** Performance is consistently unacceptable.
- 0** **Not Applicable**

JOB PERFORMANCE STATEMENTS

Assessment

- ___1. Selects and administers assessments and observations to evaluate the intellectual, emotional and behavioral functioning of referred students. Determines student eligibility for special education services according to federal and state regulations.
- ___2. Develops psychological evaluation reports and behavior management plans.
- ___3. Conducts or participates in the Admission, Review and Dismissal (ARD Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
- ___4. May serve as case manager and implement the special education assessment process for students on assigned campuses.

COMMENTS: _____

Consultation

- ___5. Meets with parents to discuss pertinent background information and test results. May conduct psychology-related services.

- ___6. Consults with teachers and relevant staff concerning the educational needs of students, interpretation of assessment data, and implementation of behavior intervention plans in managing disruptive students.
- ___7. Consults with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.
- ___8. Presents staff development training in assigned schools to enable personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances.

COMMENTS: _____

Program Management

- ___9. Develops and coordinates a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
- ___10. Participates in the selection of assessment materials and equipment.
- ___11. Compiles, maintains, and files all reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
- ___12. Complies with policies established by federal and state law, State Board of Education rule, and local board policy. Complies with all district and local campus routines and regulations.

COMMENTS: _____

Other

- ___13. Follows district safety protocols and emergency procedures.
- ___14. Other duties as assigned.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

