

COORDINATOR, LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY
Summative Appraisal Form

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the administrator who achieves success. Based on cumulative performance information, the evaluator estimates the administrator's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the administrator'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 and to determine student eligibility for special education services according to district, state and federal regulations.
- ____ 2. Scores and interprets test data according to best practices in the field of school psychology.
- ____ 3. Develops psychological reports and behavior management plans.
- ____ 4. 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.
- ____ 5. May serve as case manager and implement the special education process for students on assigned campuses.
- ____ 6. Meets with parents to discuss pertinent background information and test results. Conducts group, individual, and family counseling sessions and facilitative therapy for students with diagnosed problems.
- ____ 7. 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.
- ____ 8. Consults with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.

- ____ 9. Presents staff development training in assigned schools to enable personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances.
- ____ 10. Assists in securing consultants, specialists and other resources for staff development training and informational seminars and workshops for parents.

COMMENTS: _____

Program Management

- ____ 11. Develops and coordinates a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
- ____ 12. Participates in the selection of assessment materials and equipment.
- ____ 13. Compiles, maintains, and files all reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
- ____ 14. Uses informal and formal feedback from others to insure that special education assessment staff supports a positive climate on assigned campuses.
- ____ 15. 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.
- ____ 16. Participates in professional development activities to improve skills related to job assignment.

COMMENTS: _____

Communication

- ____ 17. Maintains a positive and effective relationship with supervisors.
- ____ 18. Effectively communicates with colleagues, students, and parents.

COMMENTS: _____

Supervisory Responsibilities

- ____ 19. Supervises other Licensed Specialists in School Psychology.
- ____ 20. Supervises Behavioral Support staff.

COMMENTS: _____

Other

- ____ 21. Performs other duties assigned by supervisor.

____ 22. Maintains confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

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

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator (Signature)

Date

Employee's Signature

Date