

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 SUPPORT PERSONNEL**

Name _____ Position **JOB COACH FOR ESE STUDENTS**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	Outstanding	Exemplary	Effective	Improvement	Unsatisfactory
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 – 94 Exemplary 93 – 86 Effective 85 – 75 Needs Improvement 74 – 65 Unsatisfactory 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

 Signature of Evaluatee

 Date

Comments of the Evaluator:

 Signature of Evaluator

 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
JOB COACH FOR ESE STUDENTS**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Facilitate the delivery of prescribed work experience curriculum to students identified for the program.
2. Assist in evaluating each student upon entry and monitoring progress using instruments provided.
3. Recommend books and materials necessary for implementing program curriculum.
4. Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
5. Establish individual files on each student that contain entry and program evaluations; classroom and on the job attendance; disciplinary records; and employer job performance evaluations.
6. Develop, maintain and utilize a community resource file.
7. Develop job training plans for each student.
8. Facilitate job placements by contacting local business owners or agency directors in order to provide them with information on the goals and objectives of the ESE/Work Experience Program.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

9. Maintain records and reports in auditable form under the supervision of the classroom teacher.
10. Treat students and adults with consideration and respect.
11. Encourage students to do their best.
12. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
13. Use classroom management techniques conducive to an effective classroom environment.
14. Assist in maintaining positive relationships between the school and parents.
15. Communicate effectively orally and in writing.
16. Collaborate with peers to create quality instructional environment.
17. Participate in training program and inservice.
18. Assist peers in acquiring knowledge and understanding of particular area of responsibility.
19. Use effective, positive interpersonal skills.
20. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

Name _____

Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 21. Maintain a clean and orderly environment for students.
- 22. Manage time efficiently.
- 23. Perform assigned clerical and bookkeeping duties.
- 24. Prepare and maintain requested/required reports and records.
- 25. Work closely with teacher or other professionals.
- 26. Demonstrate support for teamwork.
- 27. Maintain confidentiality regarding student information.
- 28. Demonstrate integrity through ethical behavior.
- 29. Perform job responsibilities in a timely and consistent manner.
- 30. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

Category Definitions

- 31. Provide student supervision as assigned, following appropriate training.
- 32. Assist the teacher in completing requirements for grade reporting, scheduling, conferences, and recording results.
- 33. Assist students with personal hygiene, health and safety issues, or grooming if required.
- 34. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
- 35. Participate in all required pre-service and post service training activities.
- 36. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
- 37. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(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

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Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0