

**ST. JOHN PARISH SCHOOL SYSTEM**  
**Behavior Interventionist Evaluation Form**

**SJPB 163**

Evaluatee: \_\_\_\_\_

School or Work Site: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Total Number of Observations: \_\_\_\_\_

Conferences \_\_\_\_\_

*Directions: Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below:*

Rating Scale:            **S** – Satisfactory            **NI** – Needs Improvement            **U** – Unsatisfactory

*Satisfactory*            Meets expected levels of performance most of the time.  
*Needs Improvement*            Performance is below that expected by the St. John parish School Board and deficiencies must be eliminated. Written documentation is required.  
*Unsatisfactory*            Performance is of such a serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

<b>PERFORMANCE RESPONSIBILITIES</b>	<b>Rating</b>	<b>Comments</b>
1. Assist special education teachers in assessing their needs and developing programs to meet them		
2. Provide training in Project Intercept concepts and CPI		
3. Provide assistance in developing behavior plans		
4. Assist school personnel in setting up divisions and division meetings		
5. Attend required meetings and workshops relevant to job		
6. Provide site visits to teachers in project intercept		
7. Share information from meetings/workshops with school system personnel		
8. Establishes and promotes a positive relationship between the school system and the community		
9. Becomes familiar with and executes the educational philosophy, organizational structure, policies and procedures governing education as defined by the administration and the School Board		
10. Prepares a daily itinerary and weekly proposal of activities to be forwarded to the Special Education Program Coordinator and maintained on file		
11. Follows the rules and regulations of the St. John the Baptist Parish School Board		
12. Stimulates and encourages higher order thinking at the appropriate developmental levels		
13. Encourages student participation		
14. Uses assessment technique(s) effectively		
15. Monitors ongoing performance of teachers		
16. Follows the rules and regulations of the St. John the Baptist Parish School Board		
17. Follows the time and/or duty schedule authorized by the Special Education Coordinator for the school day		
18. Notifies the Special Education Program Coordinator promptly in case of absence, and communicates in advance the date of return so that proper provision can be made		
19. Reports promptly to the principal any accident or illness of students		
20. Knows and follows the school district's adopted Code of Discipline		

Copies:

*White* – School Board Office

*Canary* – Evaluator

*Pink* - Evaluatee

Rating Scale: S – Satisfactory NI – Needs Improvement U – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
21. Maintains neat, accurate, current and complete records and reports and submits same ontime to the appropriate personnel when requested		
22. Shall be allowed a minimum of three (3) days from the time of request to complete any information, form, budget, etc., due to the principal or district office		
23. Attends work regularly and arrives punctually		
24. Works cooperatively in sharing knowledge, expertise, and skills with others		
25. Displays proper respect for superiors		
26. Observes professional lines of communication at all times with individuals inside and outside the school system		
27. Maintains the confidentiality of school and student records		
28. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation plan		
29. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others		
30. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others		
31. Accepts other duties as may be assigned which are related to the scope of the job		

The evaluatee is recommended for continued employment: Yes \_\_\_\_\_ No \_\_\_\_\_

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**The signature below indicates the evaluatee has seen and been provided with a copy of the evaluation. It does not indicate either agreement or disagreement with the results of the evaluation.**

Evaluatee: \_\_\_\_\_ Date: \_\_\_\_\_

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

<b>PERFORMANCE RESPONSIBILITIES</b>	<b>Rating</b>	<b>Comments</b>
-------------------------------------	---------------	-----------------