

Pupil Appraisal / Child Search Coordinator Evaluation Form

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.

PERFORMANCE RESPONSIBILITIES	Rating	Comments
1. Coordinates all activities required by Project Child Search to seek and find all unserved children between the ages of zero to twenty-two years.		
2. Coordinates and monitors the ChildNet Program.		
3. Coordinates the Gifted and Talented programs.		
4. Maintains an efficient tracking system for initial evaluations, reevaluations, related services (provided by appraisal personnel), and support services.		
5. Evaluates personnel assigned in accordance with district adopted Personnel Evaluation Plan.		
6. Directs and coordinates Pupil Appraisal personnel and activities.		
7. Conducts a formal review of all received out-of-state evaluations.		
8. Maintains an accurate filing system for active and inactive cases.		
9. Reviews and submits requisitions for materials and equipment made by Pupil Appraisal personnel.		
10. Prepares and submits all reports required and/or requested by the school system, State Department of Education and/or any other appropriate agency regarding Pupil Appraisal Services.		
11. Represents the Special Education Department at expulsion hearings as assigned.		
12. Serves as Officially Designated Representative.		
13. Provides inservice training to special education and regular education personnel, as required for appropriate program development and implementation.		
14. Represents the school system and/or Director of Special Education at parish, regional, state, and/or national level meetings when requested.		
15. Works in professional harmony with staff members, administrators, teachers, parents, students, and the community.		
16. Establishes and promotes positive relationships among the special education department, the school system, and the community.		
17. Prepares a daily itinerary and weekly proposal of activities to be forwarded to the Director of Special Education.		

Copies:

White – School Board Office

Canary – Evaluator

Pink - Evaluatee

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

PERFORMANCE RESPONSIBILITIES	Rating	Comments
18. Works cooperatively in sharing knowledge, expertise, and skills with others.		
19. Maintains the confidentiality of school and student records.		
20. Follows the rules and regulations of the St. John the Baptist School Board.		
21. Notifies supervisor promptly in case of absence and communicates in advance the date of return so proper provisions can be made.		
22. Attends work regularly and arrives punctually.		
23. Displays proper respect for superiors.		
24. Observes professional lines of communication at all times with individuals inside and outside the school system.		
25. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation criteria.		
26. Serves as an acceptable role model for students, demonstrates personal and intellectual honesty, and respects the rights of others.		
27. 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.		
28. 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: _____