

Professional School Nurse 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. Serves as an advocate for the child		
2. Assesses and evaluates the health and developmental status of the pupils to identify physical disorders and other factors relating to the learning process and contributing significant information in order to modify the pupil's educational plans; participates in developing Health Service Plans and/or IEPs as appropriate.		
3. Maintains a comprehensive health history and health appraisal record system.		
4. Interprets the health and developmental assessment to parents, teachers, administrators, pupil appraisal personnel, and other professionals directly concerned with the pupil.		
5. Refers the pupil and his/her parent/guardian to appropriate community resources for necessary services.		
6. Maintains communication with parents and all involved community practitioners and agencies to promote needed treatment and secure reports of findings pertinent to educational planning.		
7. Assists in the control of communicable diseases through early detection, exclusion and reporting.		
8. Checks immunization status of each pupil and refers for insufficient level.		
9. Interprets medical and nursing findings appropriate to the student's individual education plan and makes recommendations to the professional personnel directly involved.		
10. Conducts inservice training and serves as a resource person to teachers and administrators. Provides student specific training for teachers and/or para-professionals in accordance with Bulletin 1909 (catheterization, tube feeding, etc.).		
11. Acts as a participant in implementing any section of a comprehensive health instruction curriculum for students by providing current scientific information regarding nutrition, preventive dentistry, mental health, genetics, prevention of communicable diseases, self-health care, consumer education and other areas of health.		

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

PERFORMANCE RESPONSIBILITIES	Rating	Comments
12. Counsels pupils, parents and school staff regarding any health problem.		
13. Acts as a resource person in promoting health careers.		
14. Participates in establishing or revising school district health policies.		
15. Has knowledge of federal, state, and local regulations and policies regarding health and education.		
16. Continues education by attending workshops, inservice programs, etc.		
17. Conducts sensory screenings on students in the process of evaluation, if necessary.		
18. Prepares a monthly itinerary and proposal of activities to be forwarded to the Director of Special Education.		
19. Monitors and/or supervises administration of medications to students as prescribed by a physician.		
20. Compiles state required immunization surveys on students and submits to the State Health Department.		
21. Provides and/or monitors nursing treatment and specialized health procedures to allow students to remain in the least restrictive environment (e.g. catheterization).		
22. Provides an environmental appraisal for health and safety for students in all schools.		
23. Provides Title XIX services to students enrolled in schools through the Kid Med Program; provides billing information to clerk assigned to Medicaid Program.		
24. Follows the time and/or duty schedule authorized by the school principal for the school day and extracurricular activities.		
25. Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.		
26. Reports promptly to the principal any accident or illness of student.		
27. Maintains neat, accurate, current and complete records and reports and submits same on time to the appropriate personnel when requested.		
28. 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.		
29. Attends school regularly and arrives punctually.		
30. Works cooperatively in sharing knowledge, expertise, and skills with others.		
31. Displays respect for superiors.		
32. Observes professional lines of communication at all times with individuals inside and outside the school system.		
33. Maintains the confidentiality of school and student records.		
34. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation criteria.		
35. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others.		
36. 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.		
37. 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: _____