

KEYSTONE LEARNING SERVICES JOB PERFORMANCE SURVEY

Name:

Date:

Directions: Complete as many of these items as you can using the "Definitions of Rating Scale". The results will be used by NEKESC Administration as one component in the evaluation process for both programs and personnel.

Definitions of Rating Scale

0 = Not Observed	No opportunity to observe
1 = Exceptional	Highest performance in given area not exceeded by contemporaries
2 = Highly Competent	Highest performance in given area
3 = Competent	General level of performance equal to that of contemporaries in given area
4 = Needs Improvement*	General level of performance below that of most contemporaries in given area
5 = Unsatisfactory *	Does not demonstrate an acceptable level performance in given area

Comments/Narrative Reflection Section(s): A comments section is provided in each category of skills. The narrative reflection section is found on the last page of this document. Use both/either section(s) to make general comments to the performance of personnel. If you gave a "4" or "5" rating on one of the items, please note which behaviors need to increase or decrease in order for the employee to reach a minimum of a competent (3) rating.

I. INTERPERSONAL RELATIONS

A. STUDENTS:

- _____ Establishes and maintains rapport with students.
- _____ Shows respect for and interest in all pupils as individuals.
- _____ Adjusts to individual needs.

Comments: _____

B. LEA AND NEKESC STAFF:

- _____ Establishes and maintains rapport with teachers, special education staff, and administrators.
- _____ Clearly communicates with building and itinerant personnel.
- _____ Respects and is open to the opinions/viewpoints of others.
- _____ Is flexible to meeting demands and needs.
- _____ Responds effectively during critical situations.
- _____ Cooperates with LEA and NEKESC administrators.
- _____ Complies with legitimate administrative direction.
- _____ Accepts constructive criticism and guidance.
- _____ Displays personal characteristics which enhance communications and relationships

Comments: _____

C. PARENTS:

- _____ Establishes and maintains rapport with parents.
- _____ Keeps parents informed of student's progress.

Comments: _____

II. PROFESSIONAL QUALITIES

A. COOPERATION:

- _____ Complies with local and NEKESC policies, rules, and regulations.
- _____ Works as a team member with building and support staff.
- _____ Provides consultation when requested by parents, teacher(s), and administrators.
- _____ Encourages teacher/parent input when designing remediation strategies.

Comments: _____

B. PREPARATION AND PLANNING:

- _____ Prepares and adheres to schedules.
- _____ Meets the workday time requirements.
- _____ Follows up on verbal commitments.
- _____ Spends time effectively while in the building(s).
- _____ Prepares daily activities to provide maximum services to children and/or teachers.

Comments: _____

C. EVALUATION TECHNIQUES:

- _____ Exhibits mastery of evaluation techniques.
- _____ Correctly employs applied behavior analysis techniques in the classroom.
- _____ Displays willingness to investigate new evaluation techniques and/or instruments.
- _____ Clearly explains evaluation techniques and results to parents, students, teachers, and/or administrators.
- _____ Provides clear and understandable reports on all students evaluated.
- _____ Provides reports to Rainbow file within a reasonable period after staffing or formal conference.
- _____ Provides reports that contain all the elements as required by State and/or Federal statute.

Comments: _____

D. SPECIAL EDUCATION RECORD KEEPING AND IEP WRITING:

- _____ Creates and maintains required special education documentation.
- _____ IEPs completed and/or revised in a timely fashion to comply with regulations and/or student need.
- _____ Present levels of performance contain up-to-date, relevant information.
- _____ Annual goals are measurable and align with present levels of performance.
- _____ Objectives are short term, sequential, and measurable.
- _____ Reviews of progress completed and documented according to dates established by the IEP system.
- _____ Services and delivery models align with present levels of performance, goals, and objectives.

Comments: _____

E. INSTRUCTIONAL METHODS: (Direct Instruction Personnel)

- _____ States purpose of lesson(s) clearly to students prior to instruction.
- _____ Uses appropriate instructional materials/equipment to meet the written IEP goals and objectives.
- _____ Provides varied instructional activities to meet the individual needs of the students.
- _____ Demonstrates appropriate teacher reaction to student responses.
- _____ Provides for a positive learning climate in regular education classroom and/or resource room.
- _____ Employs a behavior management approach that is evident in the form of a token, point, contract or other system, when applicable.
- _____ Employs frequent monitoring of student progress.
- _____ Knows and uses outside resources to assist parents and students.

Comments: _____

F. STAFF DEVELOPMENT:

- _____ Actively participates in scheduled staff development activities.
- _____ Provides staff development programs when requested by LEA and/or NEKESC.
- _____ Demonstrates good organization and enthusiasm when presenting.

Comments: _____

G. SUPERVISION OF PARAPROFESSIONALS:

- _____ Establishes and maintains rapport with para(s).
- _____ Provides appropriate training to para(s) in accordance to his/her assigned duty(ies).
- _____ Provides clear and understandable instructions relevant to student expectations.
- _____ Allows for consultation/collaboration time with para(s).

Comments: _____

III. NARRATIVE REFLECTION

Directions: Please use the following space to record your reflections concerning the evaluatee's strengths and/or weaknesses. Be sure to include specific behaviors which need to be increased or decreased to reach a minimum of competency level.

Evaluatee's signature

Date

Evaluator's signature

Date

Evaluatee's signature indicates that the material has been read but does not necessarily indicate agreement with the contents of such material. The evaluatee shall have the right to answer in writing any material filed. This written answer shall be attached to any material in question.