Employee's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assignment Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check one: [ ] Probationary Year 1 [ ] Probationary Year 2 [ ] Permanent

| **PERFORMANCE AREA** |  **[U] Unsatisfactory** |  **[N] Needs improvement** | **[M] Meets Expectations** | **[E] Exceeds Expectations** | **1ST Rating** | **Final Rating** |
| --- | --- | --- | --- | --- | --- | --- |
| **1 - Attendance** | School Nurse misses more than 15% of each work month which results in missing timelines and noncompliance. Also limits communication with necessary staff for collaboration, IEPs, and other supports.  | School Nurse misses more than 10% of each work month which results in missing timelines and noncompliance. Limits communication with necessary staff for collaboration, IEPs, and other supports. | School Nurse misses less than 10% of each work month. Timelines are met. Communication with staff supports completion of IEPs and other supportive actions for the school community.  | School Nurse misses no more than 5% of each work month. Timelines are met. Communication with staff supports completion of IEPs and other supportive actions for the school community. |  |  |
| **2- Work relationships** | School Nurse’s interactions with students, staff, parents, and community are negative or inappropriate. School Nurses violates confidentiality. School Nurse fails to communicate, or communicates in an insensitive manner, with families and staff. | School Nurse’s interactions with students, staff, parents, and community are sometimes negative or inappropriate. School Nurse’s communication with families and staff is partially successful: there are occasional gaps in cultural competence. | School Nurse’s interactions with students, staff, parents, and community are consistently positive and respectful. School Nurse displays high standards of integrity, and confidentiality in interactions with colleagues, students, and the public. School Nurse communicates with families and staff securing necessary consent for evaluations and does so through a lens of cultural competence. | Students, staff, parents, and community seek out the School Nurse, reflecting a high degree of comfort and trust in the relationship. School Nurse consistently holds the highest standards of honesty, integrity, and confidentiality. School Nurse communicates with families and families securing necessary consent for evaluations and does so through a lens of cultural competence. School Nurse reaches out to families and staff to enhance trust. |  |  |
| **3 - Evaluation/Assessment****/Services** | School Nurse does not demonstrate knowledge and skill in selecting and using appropriate assessments to evaluate students. | School Nurse inconsistently integrates evidence-based practices and research findings into their services and assessments.  | School Nurse uses appropriate assessments, integrates evidence-based practices and research findings based on the referral question(s) and student record review to evaluate level of student functioning and disability and to help determine appropriate recommendations.  | School Nurse uses appropriate assessments, integrates evidence-based practices and research findings based on the referral question(s) and student record review to evaluate level of student functioning and disability and to help determine appropriate recommendations. School nurse maintains contact with student and support staff in order to continuously meet student and staff needs.  |  |  |
| **4 - Monitors Compliance (e.g., timelines and federal and state regulations)** | School Nurse does not demonstrate knowledge of governmental regulations and resources for students available through the school and district. Does not maintain timelines or document all communication for compliance purposes. | School Nurse inconsistently displays awareness of governmental regulations and resources for students available through the school or district, but no knowledge of resources in the community. Inconsistently maintains timelines and documentation of all communication for compliance purposes.  | School Nurse demonstrates knowledge of governmental regulations and resources for students available through the school, district, and community. Maintains timelines and documentation of all communication for compliance purposes.  | School Nurse’s knowledge of governmental regulations and resources for students is extensive and is willing to work with families to find alternative resources and/or supports as needed. School Nurse follows all established safeguards, maintains timelines and documentation of all communication for compliance purposes. Works with assessment team to do so as well. |  |  |
| **5 - Record Keeping**  | School Nurse’s records are in disarray; they are missing, incomplete and unsecure. | School Nurse’s records are inconsistent and/or not stored in a secure location. |  School Nurse’s records are accurate, organized, and stored in a secure location. Records are provided in a timely manner upon request. | School Nurse’s records are accurate, organized, and stored in a secure location. Records are provided in a timely manner upon request. They are written in a detailed manner in compliance with FERPA guidelines to be understandable to another qualified professional. |  |  |
| **6 - Initiative/Dependability** | School Nurse resists engaging in professional development and following through on administrative directives. | School Nurse participates in some professional development when asked. School Nurse follows through with some administrative directives.  | School Nurse willingly participates and seeks out professional development opportunities. School Nurse follows through with all administrative directives. Follows through on directives associated with school resources to perform health and safety related duties at the site and student level.  | School Nurse willingly participates and seeks out professional development opportunities; brining back information to teach others at site or District level. School Nurse follows through with all administrative directives. Independently facilitates coordination of school resources to perform health and safety related duties at the site and student level.  |  |  |
| **7 - Professional Collaboration**  | School Nurse fails to consult with colleagues or to tailor evaluations to the questions raised in the referral. | School Nurse consults on a limited basis with colleagues. Inconsistent attempts to tailor evaluations to the questions raised in the referral. | School Nurse consistently consults with colleagues and seeks professional learning in order to tailor evaluations to the questions raised in the referral. | School Nurse consults frequently with colleagues, contributing specific insights and tailoring evaluations to the questions raised in the referral.  |  |  |
| **8 - Community Engagement** | School Nurse declines to maintain contact with service providers. | School Nurse demonstrates limited knowledge of the interconnectedness of home, school, and community influences on student achievement.  | School Nurse maintains ongoing contact with community service providers that support an awareness and understanding of the student’s strengths and challenges in support of student achievement.  | School Nurse maintains ongoing contact with community service providers that support an awareness and understanding of the student’s strengths and challenges in support of student achievement. School Nurse builds relationships with families/school community members utilizing nurse expertise for health-related information both at school population level and individual student level. |  |  |
| **9 - Participates in department/staff meetings** | School Nurse avoids being involved in department meetings. | School Nurse is seldomly involved in department meetings. | School Nurse actively participates and engages in department/school staff meetings as demonstrated by verbal and or written involvement. | School Nurse actively participates and engages in department/school staff meetings as demonstrated by verbal and or written involvement. School Nurse seeks opportunities to educate staff/peers at department/school staff meetings. |  |  |

**Rev. Apr 2024 DJ**

**Any combination of the following performance measures may be used:**

* **Observation(s)**
* **Peer feedback**
* **Parent or guardian feedback**
* **Site administrator feedback**
* **Immediate supervising special education administrator feedback**
* **Student support documentation**

**First Meeting Date:**

**Comments:**

**Final Meeting Date:**

**Comments:**

**I acknowledge that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement. I also understand that I have the right to respond to this report in writing within three (3) working days, and such response will be attached to and become a permanent part thereof.**

**Evaluator’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator’s Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**