

# BILLINGS PUBLIC SCHOOLS

Evaluation Form

AUDIOLOGIST \_\_\_\_\_

SCHOOL \_\_\_\_\_

PRE-CONFERENCE DATE \_\_\_\_\_

OBSERVATION DATE(S) \_\_\_\_\_

Overall Evaluation  
(indicate one):

SATISFACTORY

UNSATISFACTORY

## ***I. PROVISION OF AUDIOLOGICAL SERVICES***

SELECT  
SATISFACTORY OR  
UNSATISFACTORY

- A. Identification and Assessment
- B. Amplification
- C. Hearing Loss Management
- D. Conservation/Consultation
- E. Program Management
- F. Professional Leadership/Development


## ***II. INTERPERSONAL/PROFESSIONAL RESPONSIBILITIES***

- A. Communicating with Families
- B. Maintaining Accurate Records
- C. Contributing to the School and the District
- D. Showing Professionalism


## ***III. SUMMARY:***

The following signatures indicate the data has been read and discussed.

\_\_\_\_\_  
**Audiologist's Signature**                      **Date**

\_\_\_\_\_  
**Administrator's Signature**                      **Date**

Copy: Audiologist  
Administrator  
Teacher Personnel File

*The audiologist has the option of presenting a written rebuttal to the administrator within twenty working (20) days.*

## I. Provision of Audiological Services

<p><b>A. Identification and Assessment</b></p> <ul style="list-style-type: none"> <li>• Demonstrates ability to develop and coordinate hearing screening program</li> <li>• Audiologist conducts comprehensive hearing evaluations and effectively interprets results to parents and staff</li> <li>• Demonstrates ability to counsel the family regarding test results</li> <li>• Provides identification and assessment information as a member of an interdisciplinary team for students suspected of having auditory processing disorders (APD)</li> </ul>	<p>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				
<p><b>Strengths:</b></p>  <p><b>Recommendations for Improvement and/or Professional Development:</b></p>					

<p><b>B. Amplification</b></p> <ul style="list-style-type: none"> <li>• Demonstrates current knowledge of hearing aid evaluation and analysis</li> <li>• Audiologist demonstrates knowledge of and ability to select, evaluate and fit personal or classroom FM amplification</li> </ul>	<p>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> </table>		
<p><b>Strengths:</b></p>  <p><b>Recommendations for Improvement and/or Professional Development:</b></p>			

<p><b>C. Hearing Loss Management</b></p> <ul style="list-style-type: none"> <li>• Audiologist makes appropriate referrals for medical care or educational assessment</li> <li>• Demonstrates ability to educate students/parents/teachers on the effects of hearing loss on communication, academic performance, socialization and daily living skills</li> <li>• Makes recommendations for strategies to minimize the negative effects of the hearing loss</li> <li>• Provides information on the proper use and maintenance of hearing aids</li> <li>• Audiologist explains and interprets audiologic finding and their impact on the educational performance of the student</li> </ul>	<p>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

<ul style="list-style-type: none"> <li>• Provides training for school personnel regarding hearing loss and the student's use of amplification</li> </ul>	
<ul style="list-style-type: none"> <li>• Audiologist participates effectively in CST and IEP meetings</li> </ul>	
<ul style="list-style-type: none"> <li>• Provides or consults on the provision of (re) habilitation and/or instruction for students with hearing impairment (hearing aid care, listening, speech reading)</li> </ul>	

**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

<p><b>D. Conservation/Consultation</b></p> <ul style="list-style-type: none"> <li>• Audiologist provides information to students on hearing conservation, including proper use of hearing protection</li> <li>• Audiologist is willing to consult with school personnel regarding classroom acoustics</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p>
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**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

<p><b>E. Program Management</b></p> <ul style="list-style-type: none"> <li>• Audiologist is effective in training and supervision of personnel doing hearing screening and other appropriate support tasks</li> <li>• Audiologist ensures proper and timely calibration of all audiologic equipment</li> <li>• Demonstrates ability to maintain records of evaluations and other services as appropriate</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p>
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**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

<p><b>F. Professional Leadership/Development</b></p> <ul style="list-style-type: none"> <li>• Represents the profession of Audiology, the school district and the needs of children with hearing loss to the community</li> <li>• Attends continuing education programs and activities to maintain awareness of current audiologic best practices and modifies current practices and procedures as appropriate</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p> <table border="1" style="width: 100%; height: 40px;"> <tr><td> </td></tr> <tr><td> </td></tr> </table>		
<p><b>Strengths:</b></p>			
<p><b>Recommendations for Improvement and/or Professional Development:</b></p>			

**II. Interpersonal/Professional Responsibilities**

<p><b>A. Communicating with Families</b></p> <ul style="list-style-type: none"> <li>• Audiologist participates in school activities and processes for parent communication</li> <li>• Audiologist provides information to parents about the results of hearing screening and audiological evaluations on an appropriate basis</li> <li>• Audiologist responds to parent concerns in a professional manner</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p> <table border="1" style="width: 100%; height: 40px;"> <tr><td> </td></tr> <tr><td> </td></tr> </table>		
<p><b>Strengths:</b></p>			
<p><b>Recommendations for Improvement and/or Professional Development:</b></p>			

<p><b>B. Maintaining Accurate Records</b></p> <ul style="list-style-type: none"> <li>• Audiologist's system for maintaining information on audiologic evaluations and other aspects of the hearing conservation program is effective</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p> <table border="1" style="width: 100%; height: 40px;"> <tr><td> </td></tr> </table>	
<p><b>Strengths:</b></p>		

**Recommendations for Improvement and/or Professional Development:**

<p><b>C. Contributing to the School and the District</b></p> <ul style="list-style-type: none"> <li>• Audiologist maintains professional working relationships with staff including supervisor</li> <li>• Audiologist cooperates with colleagues to fulfill school required duties</li> <li>• Audiologist participates in school events when assigned (e.g. Open House)</li> <li>• Audiologist actively and constructively participates in and makes a contribution to school or district projects</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				

**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

<p><b>D. Shows Professionalism</b></p> <ul style="list-style-type: none"> <li>• Audiologist shows respect for students, parents, peers and administration by being punctual and prepared for class, work and meetings</li> <li>• Audiologist shows respect for students, peers, parents and administration through his/her words and actions</li> <li>• Audiologist participates in activities that will enhance his/her professional skills</li> <li>• Audiologist addresses and/or reports student language, bullying, harassing, hostile, prejudicial or belittling statements and/or behaviors</li> <li>• Audiologist follows the policies, regulations, and procedures of the school district</li> </ul>	<p><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

**Strengths:**

**Recommendations for Improvement and/or Professional Development:**