

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 EMPLOYMENT SPECIALIST PARAPROFESSIONAL**

Name _____ Position Employment Specialist Paraprofessional

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	[]	[]	[]	[]	[]

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding 100 – 94 Exemplary 93 – 86 Effective 85 – 75 Needs Improvement 74 – 65 Unsatisfactory 64 – 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Comments of the Evaluator:

 Signature of Evaluatee

 Date

 Signature of Evaluator

 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
EMPLOYMENT SPECIALIST PARAPROFESSIONAL**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Assist students and parent(s)/guardian(s) of minors with completion of a Referral/Application for Vocational Rehabilitation (VR) Services

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

2. Communicate frequently with Wakulla School Board teacher of record regarding student performance and skills needed in the workplace.
3. Contact employers and build networks to develop and/or identify work experience opportunities consistent with the expectations outlined in the Participant's Individual Plan of Employment (IPE).
4. Negotiate Community Based Work Experience (CBWE) worksite accommodations.
5. Conduct routine follow-up with the employer and the participant to promote CBWE success.
6. Provide support services to address issues such as a decrease in productivity of the participant on a CBWE.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

7. Submit a completed Monthly Progress Report to the DOE/DVR Counselor on a monthly basis.
8. Complete a (CBWE) Rating Form at least once per month for each participant on a CBWE.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 18 Exemplary 16 Effective 14 Needs Improvement 7 Unsatisfactory 0

4. SYSTEM SUPPORT

9. Submit a completed CBWE Rating Form to the DOE/DVR Counselor with the Monthly Progress Report if the participant has been placed on a CBWE.
10. Submit deliverables and invoices to the DOE/DVR Representative.
11. Maintain participant files and documents to support deliverables in a safe and secure location to insure integrity of records and participant safety and confidentiality. These records and their location shall be subject to inspection and made available for review upon request.
12. Perform other incidental tasks consistent with the goals and objectives of the District and this position

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 18 16 14 7 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 18 16 14 7 0