



Teacher Rating Form

Student Name:	School District:
Name of person filling out form:	Relationship to Student:
Your Phone:	Your Email:
Your Address:	

- The student has a DVR Counselor.
Name: _____
- The student has a care coordinator
Name: _____

Problem Solving and Conflict Resolution

Please give us some examples of the student's problem solving abilities and/or how they handle conflict:

School situation:

Work situation:

Please describe how active the parent(s)/guardian(s) are in this students' education during the time you have known them?

On the next two pages, please use the scoring scale when identifying the students' related abilities. 

90% or higher Independence- Independent and consistent without reminders or supports

50 % to 90% Independence- Demonstrates inconsistencies in work has on and off days or may need supports for success (prompts, task lists, visual cues, etc.)

Less than 50% Independence- Very inconsistent, needs job coach supports or would be unable to perform independently (based on current program/work experiences)

Unsure/Not Observed- Unable to rate or student has not had the opportunity to demonstrate skill/ability

Comments: Please put additional comments on the back of the sheet

Functional and Employable Skills and/or Abilities		Independence Level			
		90% +	50% - 90%	0% - 50%	Unsure/Not Observed
1	Recognize and start a software program (Word, Excel, etc.)				
2	Use an online search engine (Google/yahoo)				
3	Navigate to a specific web address				
4	Scroll through web page to find specific information				
5	Type text in to create a document				
6	Save a document to a specific location				
7	Locate and open a saved document				
8	Print a document				
9	Access an email system using a username and password				
10	Read and reply to an email				
11	Compose and send an original email message				
12	Attach a file to an email				
13	Count or add up to 50				
14	Handles stress appropriately				
15	Ability to separate personal issues from work or school				
16	Makes eye contact when speaking or listening				
17	Admits mistakes appropriately				
18	Accepts constructive criticism/feedback				
19	Accepts praise appropriately				
20	Cooperates with others to accomplish work activities				
21	Can work in close proximity to others				
22	Works well with co-workers in a group or team				
23	Listens and pays attention to verbal instructions				
24	Follows rules and regulations				
25	Follows proper chain of command on the job				
26	Follows through on directions/directives				
27	Respects rights and privacy of others				
28	Asks for help and clarification/Recognizes they need help				
29	Communicates adequately (initiates conversation, doesn't interrupt)				
30	Communicates face-to-face with others				
31	Deals with unpleasant, angry or discourteous people				
32	Handles conflict on the job or in the classroom				
33	Speaks clearly so others can understand				
34	Identifies and expresses their owns strengths and weaknesses				
35	Anticipates the thoughts or actions of others (move out of way, etc.)				
36	Ability to direct people to a specific location within building				
37	Maintains clean appearance (clothes, hygiene, etc.)				
38	Dresses appropriately for situation (weather, job, etc.)				
39	Maintains great attendance (2 or less days absent per year)				
40	Arrives and leaves on-time to work/school				
41	Works at an appropriate rate for 30+ minutes at a time				
42	Does job related tasks consistently				
43	Completes tasks accurately and to expectation				
44	Meets deadlines				

Functional and Employable Skills and/or Abilities (cont.)		Independence Level			
		90% +	50% - 90%	0% - 50%	Unsure/Not Observed
45	Paces work according to the demands of work (productivity)				
46	Does task components as shown (does not do own way/improvise)				
47	Follows a regular schedule of tasks				
48	Ability to handles changes in schedule or activities				
49	Determines task priorities based on demands				
50	Makes decisions on the job independently				
51	Initiates new tasks or moves on to next project w/o prompts				
52	Ability to work exposed to distracting sounds/noises				
53	Sense of surrounding and navigate to workplace				
54	Walk several blocks at a time without tiring or complaint				
55	Being on feet for extended periods of time (2 hours or more)				
56	Perform repetitive physical activities				
57	Lift heavy materials (20 pounds or more)				
58	Work for prolonged periods of time w/o a break (45 min. or more)				
59	Concentrate on a task over time w/o becoming distracted				
60	Shift attention back and forth between tasks/schedules				
61	Perform repetitive mental activities (filing, sorting, etc.)				
62	Count and/or alphabetize materials				
63	Sort, assemble and double check completed work				
64	Read and comprehend written instructions				
65	Recognize when equipment is not working				
66	Recognize when supplies are running low				
67	Stock or restock needed supplies for job				
68	Operate office machines (copier, scanner, fax machine, etc.)				
69	Perform clerical duties (type, sort, alphabetize, scan, fax, copy, etc.)				
70	Able to type accurately and at 20 word per second or faster				
71	Select materials needed to complete a work task				
72	Set up work area with all needed supplies before starting work				
73	Start and stop machines using levers or buttons				
74	Cleans work surfaces (tables, shelves, counters, etc.)				
75	Cleans work tools (dishes, equipment, tools, etc.)				
76	Ability to sweep and mop				
77	Gather and tie trash bags				
78	Work exposed to burn or cut potential				
79	Maintain sanitation, health and safety standards				
80	Identify safety hazards and avoid injury				
81	Wear common protective/safety equipment (gloves, safety glasses)				
82	Follow institutional hand washing standards				
83	Monitors own personal hygiene (school/work ready appearance)				
Statement about why you think this student should be selected:					

