School Nurse Beginning of the Year Conference

Employee: _____ School: _____

Subject(s): _____ Grade Level(s): _____ Date: _____

Instructions: By October 15th, the employee and administrator will review the Counselor Instructions Self-Reflection and determine any additional components to be evaluated. For each domain, the employee and administrator will agree upon the artifacts and evidence to be submitted by the employee. This document will be maintained in the employee file at the school or electronically on the OASYS system.

Domain 1- Planning and Preparation

1b. Establishing goals for the therapy program appropriate to the setting and the students served	
IEP goals reflect student`s needs and access to the academic environment	☐
Documentation of team collaboration	☐
Documentation of location of services to be provided	☐
Documented changes or modification to intervention plans based on student performance	☐
Quarterly progress notes	☐
Amendment to IEP documentation	☐
Observable evidence by supervisor	☐

1e. Planning therapy to meet the needs of individual students and to support them within the broader educational program	
Equipment checkout list	☐
Documentation of collaboration meeting notes	☐
Teacher/classroom staff contact	☐
Documented classroom/staff training on specific classroom programs implemented by specialist (EX: fine/motor/gross programs/sensory diet/ phonological programs)	☐
Treatment plan	☐
Observable evidence by supervisor	☐

Domain 2- The Environment

2a. Establishing rapport with students	
Student survey	☐
Reward system	☐
Self-Reflection of how therapeutic specialist builds rapport	☐
Social contract	☐
Use technology to engage students	☐
Observable evidence by supervisor	☐

2b. Organizing time effectively	
Documented attendance to IEP/ESER meetings, collaboration meetings	☐
Hard copy of schedule or service delivery calendars	☐
Documented block schedule when supervising assistant	☐
Case management organizational system	☐
Observable evidence by supervisor	☐

2c. Establishing and maintaining clear procedures for referrals	
Establishing staff awareness of therapy in the school setting via documented in-service/ workshop training	☐
Visual checklist for referral available to all staff members	☐
Attendance log	☐
Use of technology/app showing organization of day and paperwork	☐
Observable evidence by supervisor	☐

Domain 3- Delivery of Service

3b. Developing and implementing treatment plans to maximize students' success	
Treatment plans/IEP based on documented evaluation results and evidence based practice	☐
IEP/ESER in file	☐
Documented team collaboration, attendance, notes	☐
Classroom program data collection collected and interpreted	☐
Evidence of classroom programs: pictures, social stories, visuals	☐
Equipment checkout list	☐
Progress notes	☐
Peer observation/collaboration report	☐
Observable evidence by supervisor	☐

3d. Collecting information; writing reports	
Selecting, measuring, documenting and interpreting outcomes - Evaluation process	☐
Contact log with parents, teachers, outside agencies	☐
Documentation of staff training on specific programs related to services	☐
IEP/ESER	☐
Progress notes	☐
Access to student academic data: MAP, CPAA	☐
Other	☐
Observable evidence by supervisor	☐

Domain 4- Personal and Professional Responsibilities

4b. Collaborating with teachers and administrators	
Annual evaluation/observation with supervisor	☐
Documentation of participation in team collaboration meeting/discipline specific	☐
Attendance to pre-planning evaluation meeting	☐
Discipline involvement noted in modifications and supports page of IEP	☐
Attendance logs, collaboration notes from meetings attended	☐
Documentation of supervisory role - aides, assistants	☐
Observable evidence by supervisor	☐

4c. Maintaining an effective data-management system	
Data collection from implemented classroom programming (EX: fine motor program, sensory diet, phonological programs)	☐
IEP amendment	☐
Documented daily treatment notes, collaboration notes, consultation notes	☐
Photographs of environmental classroom modifications on file	☐
Quarterly progress notes printed, on file	☐
Data collection of a trial of classroom intervention programs	☐
Attendance log	☐
Observable evidence by supervisor	☐

4f. Showing professionalism, including integrity, advocacy, and maintaining confidentiality	
Peer observation report or self-assessment	☐
Documentation of continuing ed competency	☐
Professional development plan for self	☐
Documentation of state/board certifications/licensure, memberships, certification	☐
Documentation specific to advocacy and implementation of LRE	☐
Documentation of collaboration with outside agencies (with parent signature)	☐
Attendance of meetings	☐
Documentation of participation in team/discipline specific	☐
Observable evidence by supervisor	☐

Comments/Other:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____