

Natomas Unified School District
Professional Goal Setting for School Nurse and Speech and Language Pathologist Positions

Employee Name _____ Job Title _____

Employee Status: _____ Date _____

School Site(s): _____

Supervisor: _____

Section 1: Standard Alignment: How will your work as a School Nurse or Speech and Language Pathologist meet your professional standards for the current school year.

Select any two standards that align to your specific job that you will specifically monitor and assess this year. Identify the evidence used to show standard was met.

Standard	Evidence of Achievement
1.	
2.	
3. Parent Communication - What methods do you plan to use to communicate student progress and behavior to parents? (Include frequency, format and follow through)	

Section 2: Professional Growth Plan: Courses, workshops and other trainings/professional meetings that will improve your practice.

List all actions, courses, conferences, workshops, books, etc. that you will utilize to help you achieve each of your goals listed in Section 1.

Goal	Growth Plan
<i>Example: Attend a conference</i>	<i>Attend a conference/meeting/training that is aligned with your area of expertise and enhances your work in that profession, i.e. CASP, countywide health meetings, ASCA conference, CASC meetings, ASHA conference.</i>

1.	
2.	

Section 3: Goal Implementation: Based on acquired training and meeting student needs

Explain the various strategies and activities you will use throughout the year to accomplish each goal and the evidence you will gather to establish your accomplishment of each goal.

Goal	Strategies and Activities To Accomplish Goal	Evidence of Accomplished Goal
<i>Example</i>	<i>Develop IEP management system where timelines and IEP dates are clearly stated, create and organize IEP service logs, develop classroom/pull-out speech and language schedules and management techniques.</i>	<i>Posted rules/expectations in speech sessions IEP Timeline Organization System IEP Service/Speech Service Logs MAAR Billing Schedule and Records Classroom/Pull-Out Speech Schedule Parent Communication Logs Assessment Tracking System (annuals/tri-annuals) Counseling logs or therapy logs Health logs</i>
1.		
2.		

Section 4: Reflection

Form A

- At the close of the school year, write a paragraph reflecting on your Professional Growth for the entire year.
- Consider the success you achieved with each of the professional goals you selected at the beginning of the year.
- Assess the various strategies you used throughout the year, the growth plan you followed to achieve success, and the evidence you gathered to reflect your accomplishment.
- Evaluate the success you achieved with your two job specific standards you selected at the beginning of the year, your evidence of achievement.

Fall Meeting

Spring Meeting

Employee's Signature

Date

Employee's Signature

Date

Supervisor's Signature

Date

Supervisor's Signature

Date

Natomas Unified School District

Pre-Observation and Reflection Form - Nurse

Nurse Name:

Supervisor:

Observation Date

School Site(s):

Section 1: Nursing Care Outline (to be completed before observation)

Identify the nursing standard(s) that will be addressed in this session

Identify the objective(s)

Identify the strategies you chose to meet student needs

Identify the assessment data you will use to establish the goal

Section 2: Pre-Observation Meeting

1. Standard 1: How will you engage and support students?

2. Standard 2: How have you created an effective environment for student services? How are you maintaining that environment through this session?

3. Standard 3: How have you organized access to health information and health care for the school community?

4. Standard 4: How have you planned and provided for continuity of the coordinated school health services program?

5. Standard 5: How will you assess student health in this session?

6. Standard 6: How are you meeting your goals as a Health Professional?

Reflection

To be completed after observation and submitted to administrator at least 48 hours prior to the Post-Observation Conference

Using student progress toward their IEP/Counseling/Health goal(s), reflect on the level of student achievement and engagement in this session.

Natomas Unified School District
School Nurse Formal Evaluation Form

☐ Temporary ☐ Probationary 1 ☐ Probationary 2 ☐ Permanent

Employee Name _____ School Site(s) _____

Evaluator _____ Date _____

Standard 1: Engaging & Supporting All Students in Learning

1.1 - Develops, implements and evaluates health care plans are appropriate with short- and long-term goals to foster student learning.

1.2 - Provides for direct services to students, families and staff as appropriate in areas such as health counseling, medication administration, specialized healthcare procedures (SHCP), consultations/referrals and trainings for emergency care, specialized health procedures and bloodborne pathogen education.

1.3 - Acts as a health resource for staff, students and families regarding health education topics.

1.4 - Works effectively with school families to promote student attendance by identifying and addressing health concerns.

1.5 - Conducts health-related in-service programs for students, staff and agency representatives working in the school setting.

OVERALL RATING FOR STANDARD:

☐ Emerging ☐ Exploring ☐ Applying ☐ Integrating ☐ Innovating

Evidence/Commendations/Recommendations:

Standard 2: Creating & Maintaining Effective Environments for Student Learning

2.1 - Effectively communicates with students, families and colleagues while recognizing diverse health beliefs and the need to maintain confidentiality and ethical standards

2.2 - Collaborates with students, family, school staff and other providers to provide appropriate interventions and continuity of care.

2.3 - Demonstrates time management skills regarding mandated reports and meeting deadlines.

2.4 - Assists school staff to ensure a safe, healthy environment that supports student learning.

2.5 - Oversees and administers health-related services for students as required by law and as prescribed by the primary health care providers.

OVERALL RATING FOR STANDARD:

☐ Emerging ☐ Exploring ☐ Applying ☐ Integrating ☐ Innovating

Evidence/Commendations/Recommendations:

Standard 3: Understanding & Organizing Access to Health Information & Health Care for the School Community

3.1 - Demonstrates knowledge of existing health programs and assists with access to programs as needed.

3.2 - Conducts mandated screenings at schools and makes referrals with follow-up as indicated.

3.3 - Uses verbal and written communication skills to provide information on health topics to the students, families and staff.

3.4 - Assists student, family, school staff and community in identifying and securing pertinent and available services/resources to address health related needs.

OVERALL RATING FOR STANDARD:

☐ Emerging ☐ Exploring ☐ Applying ☐ Integrating ☐ Innovating

Evidence/Commendations/Recommendations:

Standard 4: Planning & Providing for Continuity of Coordinated School Health Services Program

4.1 - Participates with state, county and community agency personnel in the planning, coordination and implementation of school-based/linked health programs.

4.2 - Collaborates with the student, family, school staff, community and other providers in the formulation of overall goals, timelines, the plan and care of decisions related to the care and delivery of services.

4.3 - Assists individual students in developing appropriate skills to provide self-care and advocate for themselves, based on age and developmental level.

4.4 - Orients, provides training, documents competency, supervises and participates in service delivery relative to the diverse health needs in the school setting.

4.5 - Assigns tasks based on the needs and condition of the student, the potential harm, stability of student's condition, complexity of task and predictability of outcome.

OVERALL RATING FOR STANDARD:

☐ Emerging ☐ Exploring ☐ Applying ☐ Integrating ☐ Innovating

Evidence/Commendations/Recommendations:

Standard 5: Assessing Student Health

5.1 - Assesses health and developmental status of students and identifies the needs by reviewing health data collected in a systematic manner from the student, staff, family and health care providers.

5.2 - Formulates nursing diagnoses derived from the evaluation of assessment data and shares pertinent information as deemed necessary.

5.3 - Uses the results of the health assessment data and nursing diagnoses to recommend appropriate interventions and care plans for the short and long term.

5.4 - Communicates with students, families and appropriate staff about the implementation and effectiveness of student health plans for continuity of care.

OVERALL RATING FOR STANDARD:

☐ Emerging ☐ Exploring ☐ Applying ☐ Integrating ☐ Innovating

Evidence/Commendations/Recommendations:

Standard 6: Developing as a Health Professional

6.1 - Acquires and maintains current knowledge in school nursing practice.

6.2 - Establishes professional goals and pursues opportunities to grow professionally.

6.3 - Collaborates with the community and families to improve professional practice.

6.4 - Collaborates with colleagues to improve professional practice.

6.5 - Demonstrates professional responsibility, integrity, and ethical conduct.

OVERALL RATING FOR STANDARD:

☐ Emerging

☐ Exploring

☐ Applying

☐ Integrating

☐ Innovating

Evidence/Commendations/Recommendations:

Employee Signature

Date

Evaluator Signature

Date

The employee's signature does not necessarily indicate agreement with the evaluation rating or its content, but indicates that he/she has received a copy of the evaluation. The employee shall have ten (10) working days from receipt to attach a written response to an evaluation before it is placed in the employee's personnel file.

Form D

Natomas Unified School District
School Nurse Summative Evaluation

Name:

School Year:

Assigned School Sites:

Date of Summary Evaluation Conference

 Temporary: ☐ | Probationary 1: ☐ | Probationary 2: ☐ | Permanent: ☐ | Other: ☐

<u>Professional Standards</u> Final evaluation is not limited to information gathered in formal observations	A Emerging	B Exploring	C Applying	D Integrating	E Innovating
Standard 1: Engaging and Supporting All Students in Learning					
Standard 2: Creating and Maintaining Effective Environments for Student Learning					
Standard 3: Understanding and Organizing Access to Health Information and Health Care for the School Community					
Standard 4: Planning and Providing for Continuity of Coordinated School Health Services Program					
Standard 5: Assessing Student Health					
Standard 6: Developing as Health Professional					

The completed Evaluator's Formal Observation Forms, containing comments related to the six Standards must be attached to the Summative Evaluation page.

☐ *Unsatisfactory*☐ *Needs Improvement*☐ *Satisfactory*☐ *Distinguished*

Distinguished = at least 3 Innovating and no marks less than Integrating

Needs Improvement = 2 marks in Columns A and/or B

Unsatisfactory = 3 or more marks in Columns A and/or B

Evidence/Concerns/Recommendations/Affirmations/Comments: