

**SCHOOL DISTRICT OF BAKER COUNTY**  
**SPEECH PATHOLOGIST - KINDERGARTEN**  
**PERFORMANCE APPRAISAL**

Name \_\_\_\_\_ Position \_\_\_\_\_

Employee # \_\_\_\_\_ Course Code Number \_\_\_\_\_

School/Dept. \_\_\_\_\_ School Year \_\_\_\_\_

**1. PLANNING/PREPARATION**

**Category Definitions**

- \* (1) Establish long and short range plans based on student needs and District, state and federal requirements.
- \* (2) Coordinate and schedule staffing meetings.
- \* (3) Monitor the implementation of Individual Education Plans (IEPs).
- \* (4) Participate in the planning, implementation, and evaluation of the exceptional student education (ESE) program.
- \* (5) Assist in preparing for changing curriculum needs and continuous improvement.
- \* (6) Participate in cooperative long-range planning with departments and schools.

**Source Code (check all that apply)**

- ☐ A. Behavioral Event Interview
 ☐ B. Direct Documentation
 ☐ C. Indirect Documentation  
☐ D. Training Programs Competency Acquisition
 ☐ E. Evaluatee Provided
 ☐ F. Confirmed Observation

**Category Score**

**Maximum Score - 27**

- ☐ Unsatisfactory - 0
 ☐ Needs Improvement/Developing - 11
 ☐ Effective - 21
 ☐ Highly Effective - 27

## SPEECH PATHOLOGIST (Continued)

### 2. CLASSROOM MANAGEMENT

| Category Definitions                                                 |                                                                                        |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| *(7)                                                                 | Maintain a positive, organized, and safe learning environment.                         |
| *(8)                                                                 | Manage time effectively.                                                               |
| *(9)                                                                 | Manage materials and equipment effectively.                                            |
| *(10)                                                                | Establish and maintain effective and efficient record-keeping procedures.              |
| *(11)                                                                | Use appropriate student behavior management techniques.                                |
| *(12)                                                                | Assist in enforcement of school rules, administrative regulations, and Board policies. |
| <b>Source Code</b> (check all that apply)                            |                                                                                        |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                       |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                         |
| <input type="checkbox"/> C. Indirect Documentation                   | <input type="checkbox"/> F. Confirmed Observation                                      |
| <b>Category Score</b>                                                |                                                                                        |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 11                             |
| <input type="checkbox"/> Effective - 21                              | <input type="checkbox"/> Highly Effective - 27                                         |
| <b>Maximum Score - 27</b>                                            |                                                                                        |

### 3. ASSESSMENT/EVALUATION

| Category Definitions                                                 |                                                                                                                                                                              |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *(13)                                                                | Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.                                                        |
| *(14)                                                                | Interpret and use data, including but not limited to standardized and other test results, for diagnosis, instructional planning, and program evaluation.                     |
| *(15)                                                                | Carry out responsibilities for test administrators, <i>i.e.</i> , handle materials in a secure manner.                                                                       |
| *(16)                                                                | Seek out multiple data sources providing evidence of student growth and developmental needs. Examples include: parent interaction, collegial team interaction, and planning. |
| *(17)                                                                | Maintain specific records of data collection.                                                                                                                                |
| *(18)                                                                | Assist in the evaluation of the ESE program.                                                                                                                                 |
| <b>Source Code</b> (check all that apply)                            |                                                                                                                                                                              |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                                                                                             |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                                                                                               |
| <input type="checkbox"/> C. Indirect Documentation                   | <input type="checkbox"/> F. Confirmed Observation                                                                                                                            |
| <b>Category Score</b>                                                |                                                                                                                                                                              |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 9                                                                                                                    |
| <input type="checkbox"/> Effective - 19                              | <input type="checkbox"/> Highly Effective - 24                                                                                                                               |
| <b>Maximum Score - 24</b>                                            |                                                                                                                                                                              |

## SPEECH PATHOLOGIST (Continued)

### 4. STUDENT INSTRUCTIONAL ENGAGEMENT

| Category Definitions                                                 |                                                                                                                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *(19)                                                                | Implement and monitor procedures for eligibility and placement of exceptional education students.                                                           |
| *(20)                                                                | Implement and monitor procedures for re-evaluation of exceptional students as appropriate.                                                                  |
| *(21)                                                                | Assist school based personnel in implementing appropriate procedures for maintaining exceptional education student records.                                 |
| *(22)                                                                | Assist school based personnel in the development and coordination of transition planning for exceptional education students.                                |
| *(23)                                                                | Assist school based personnel in the direction and coordination of educational programs for exceptional student education.                                  |
| *(24)                                                                | Serve on student support teams.                                                                                                                             |
| *(25)                                                                | Document actions related to student referrals.                                                                                                              |
| *(26)                                                                | Ensure that audit checklists for initial placements are accurate and complete.                                                                              |
| *(27)                                                                | Assist with full time equivalent (FTE) reporting as requested.                                                                                              |
| *(28)                                                                | Provide oversight to ensure successful implementation of activities.                                                                                        |
| *(29)                                                                | Provide technical support and expertise to school and district personnel.                                                                                   |
| *(30)                                                                | Assist in interpreting statutes, Department of Education rules and programs, and policies and procedures of the district as they relate to the ESE program. |
| <b>Source Code</b> (check all that apply)                            |                                                                                                                                                             |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                                                                            |
| <input type="checkbox"/> C. Indirect Documentation                   |                                                                                                                                                             |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                                                                              |
| <input type="checkbox"/> F. Confirmed Observation                    |                                                                                                                                                             |
| <b>Category Score</b>                                                |                                                                                                                                                             |
| <b>Maximum Score - 38</b>                                            |                                                                                                                                                             |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 16                                                                                                  |
| <input type="checkbox"/> Effective - 32                              | <input type="checkbox"/> Highly Effective -38                                                                                                               |

## SPEECH PATHOLOGIST (Continued)

### 5. TECHNOLOGY

| Category Definitions                                                 |                                                                                                    |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| * (31)                                                               | Use technology resources effectively.                                                              |
| * (32)                                                               | Use technology to establish an atmosphere of active learning.                                      |
| * (33)                                                               | Provide students with opportunities to use technology to gather and share information with others. |
| * (34)                                                               | Facilitate student access to the use of electronic resources.                                      |
| * (35)                                                               | Explore and evaluate new technologies and their educational impact.                                |
| * (36)                                                               | Use technology to review student assessment data.                                                  |
| * (37)                                                               | Use technology for administrative tasks.                                                           |
| <b>Source Code</b> (check all that apply)                            |                                                                                                    |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                   |
| <input type="checkbox"/> C. Indirect Documentation                   |                                                                                                    |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                     |
| <input type="checkbox"/> F. Confirmed Observation                    |                                                                                                    |
| <b>Category Score</b>                                                |                                                                                                    |
| <b>Maximum Score - 27</b>                                            |                                                                                                    |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 11                                         |
| <input type="checkbox"/> Effective - 21                              | <input type="checkbox"/> Highly Effective -27                                                      |

### 6. COLLABORATION

| Category Definitions                                                 |                                                                                                                         |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| * (38)                                                               | Communicate effectively, both orally and in writing, with other professionals, students, parents and community.         |
| * (39)                                                               | Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student standards. |
| * (40)                                                               | Maintain effective communication with parents to solicit input in relation to student needs.                            |
| * (41)                                                               | Interact with parents to enhance the understanding of procedural safeguards and other required paperwork.               |
| * (42)                                                               | Collaborate with peers to create quality instructional environment.                                                     |
| * (43)                                                               | Serve as liaison to outside agencies related to assigned programs or services.                                          |
| * (44)                                                               | Provide oversight and direction for cooperative planning with other agencies.                                           |
| * (45)                                                               | Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.                     |
| <b>Source Code</b> (check all that apply)                            |                                                                                                                         |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                                        |
| <input type="checkbox"/> C. Indirect Documentation                   |                                                                                                                         |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                                          |
| <input type="checkbox"/> F. Confirmed Observation                    |                                                                                                                         |
| <b>Category Score</b>                                                |                                                                                                                         |
| <b>Maximum Score - 19</b>                                            |                                                                                                                         |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 8                                                               |
| <input type="checkbox"/> Effective - 16                              | <input type="checkbox"/> Highly Effective -19                                                                           |

## SPEECH PATHOLOGIST (Continued)

### 7. PROFESSIONAL LEARNING

| Category Definitions                                                 |                                                                                                                                                    |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| *(46)                                                                | Conduct personal assessment periodically to determine professional development needs with reference to specific assignment.                        |
| *(47)                                                                | Develop and implement a Professional Development Plan annually in accordance with state and district requirements.                                 |
| *(48)                                                                | Keep abreast of laws, rules, policies and procedures related to ESE.                                                                               |
| *(49)                                                                | Maintain expertise in assigned areas to fulfill position goals and objectives.                                                                     |
| *(50)                                                                | Set high standards and expectations and promote professional growth for self and others.                                                           |
| *(51)                                                                | Facilitate the development, implementation and evaluation of training activities in areas of exceptional student education for school based staff. |
| *(52)                                                                | Promote professional growth activities especially in the areas of exceptional student education.                                                   |
| *(53)                                                                | Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.    |
| *(54)                                                                | Participate in cross-training activities as required.                                                                                              |
| *(55)                                                                | Participate in data collection of teacher input on administrator's performance assessment program.                                                 |
| <b>Source Code</b> (check all that apply)                            |                                                                                                                                                    |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                                                                   |
| <input type="checkbox"/> C. Indirect Documentation                   |                                                                                                                                                    |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                                                                     |
| <input type="checkbox"/> F. Confirmed Observation                    |                                                                                                                                                    |
| <b>Category Score</b>                                                |                                                                                                                                                    |
| <b>Maximum Score - 19</b>                                            |                                                                                                                                                    |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 8                                                                                          |
| <input type="checkbox"/> Effective - 16                              | <input type="checkbox"/> Highly Effective - 19                                                                                                     |

## SPEECH PATHOLOGIST (Continued)

### 8. PROFESSIONAL RESPONSIBILITIES

| Category Definitions                                                 |                                                                                                                                                                           |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *(56)                                                                | Exercise a service orientation when working with others.                                                                                                                  |
| *(57)                                                                | Respond to inquiries and concerns in a timely manner.                                                                                                                     |
| *(58)                                                                | Keep supervisor informed of potential problems or unusual events.                                                                                                         |
| *(59)                                                                | Serve on district committees as assigned or appropriate.                                                                                                                  |
| *(60)                                                                | Work closely with district and school staffs to support school improvement initiatives and processes.                                                                     |
| *(61)                                                                | Recommend improvements for policies or procedures related to assignment.                                                                                                  |
| *(62)                                                                | Prepare or assist in the preparation of all required reports and maintain all appropriate records.                                                                        |
| *(63)                                                                | Follow federal and state laws as well as School Board policies.                                                                                                           |
| *(64)                                                                | Follow attendance, punctuality and other qualities of an appropriate work ethic.                                                                                          |
| *(65)                                                                | Maintain confidentiality regarding school/workplace matters.                                                                                                              |
| *(66)                                                                | Represent the district in a positive and professional manner.                                                                                                             |
| *(67)                                                                | Demonstrate support for the school district and its goals and priorities.                                                                                                 |
| *(68)                                                                | Assist in implementing the district's goals and strategic commitment.                                                                                                     |
| *(69)                                                                | Exercise proactive leadership in promoting the vision and mission of the district.                                                                                        |
| *(70)                                                                | Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida. |
| (71)                                                                 | Perform other tasks or assigned duties consistent with the goals and objectives of this position.                                                                         |
| <b>Source Code</b> (check all that apply)                            |                                                                                                                                                                           |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                                                                                          |
| <input type="checkbox"/> C. Indirect Documentation                   |                                                                                                                                                                           |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                                                                                            |
| <input type="checkbox"/> F. Confirmed Observation                    |                                                                                                                                                                           |
| <b>Category Score</b>                                                |                                                                                                                                                                           |
| <b>Maximum Score - 19</b>                                            |                                                                                                                                                                           |
| <input type="checkbox"/> Unsatisfactory - 0                          | <input type="checkbox"/> Needs Improvement/Developing - 8                                                                                                                 |
| <input type="checkbox"/> Effective - 16                              | <input type="checkbox"/> Highly Effective -19                                                                                                                             |

## SPEECH PATHOLOGIST (Continued)

### 9. STUDENT GROWTH AND ACHIEVEMENT

| Category Definitions                                                 |                                                                                                                                               |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| *(72)                                                                | Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. |
| *(73)                                                                | Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.                     |
| <b>Source Code</b> (check all that apply)                            |                                                                                                                                               |
| <input type="checkbox"/> A. Behavioral Event Interview               | <input type="checkbox"/> B. Direct Documentation                                                                                              |
| <input type="checkbox"/> D. Training Programs Competency Acquisition | <input type="checkbox"/> E. Evaluatee Provided                                                                                                |
|                                                                      | <input type="checkbox"/> C. Indirect Documentation                                                                                            |
|                                                                      | <input type="checkbox"/> F. Confirmed Observation                                                                                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>2026-2027 Portion of Category 9</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Maximum Score - 100</b> |
| Category score (points earned) is commensurate to the school-wide percent of students making learning gains or achieving a percentile rank of 50% or higher using the STAR Early Literacy Assessment <u>and</u> school-wide Fourth Nine Weeks Kindergarten Skills Checklists' average score.                                                                                                                                                                                                                                                                         |                            |
| <i>Percent of students making learning gains or achieving a percentile rank of 50% or higher on the STAR Early Literacy Assessment _____</i>                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| <i>Fourth Nine Weeks Kindergarten Skills Checklist Average Score _____</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| <b>Combined _____ divided by 2 = _____ Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| Points earned are as follows:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| <b>Performance of Students</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Points Earned</b>       |
| 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 60 points                  |
| 90%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 54 points                  |
| 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 48 points                  |
| 70%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 42 points                  |
| 60%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 36 points                  |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 30 points                  |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 24 points                  |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 18 points                  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 12 points                  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6 points                   |
| <input type="checkbox"/> Unsatisfactory - 0-14 <input type="checkbox"/> Needs Improvement/Developing - 15-29 <input type="checkbox"/> Effective - 30-44 <input type="checkbox"/> Highly Effective - 45-60                                                                                                                                                                                                                                                                                                                                                            |                            |
| <ul style="list-style-type: none"> <li>Up to 40 points (40% of category score) may be earned for increase in number of consultations with teachers and parents; evidence of adherence to state and federal laws regarding ESE; active participation in IEP/MTSS development; student support, communication and collaboration with staff, documented student gains through IEP/MTSS implementation; established schedules for delivery of instruction services; and increase in number of staff development activities related to ESE and/or instruction.</li> </ul> |                            |
| <input type="checkbox"/> Unsatisfactory - 0-9 <input type="checkbox"/> Needs Improvement/Developing - 10-20 <input type="checkbox"/> Effective - 21-30 <input type="checkbox"/> Highly Effective - 30-40                                                                                                                                                                                                                                                                                                                                                             |                            |

**SPEECH PATHOLOGIST (Continued)**

| Category Score                          |                          |                                            |                      |                              |
|-----------------------------------------|--------------------------|--------------------------------------------|----------------------|------------------------------|
| Value for 2026-2027<br>School Year Only |                          |                                            |                      |                              |
| Category Score                          | Unsatisfactory<br>0 - 24 | Needs<br>Improvement/Developing<br>25 - 49 | Effective<br>50 - 74 | Highly Effective<br>75 - 100 |
| Summative Scale<br>Value                | 1                        | 2                                          | 3                    | 4                            |

**SPEECH PATHOLOGIST (Continued)**

**CALCULATION FOR THREE YEARS OF STUDENT DATA**

| Actual Rating | 2024-2025                                              |   |   |   | 2025-2026 |   |   |   | 2026-2027 |   |   |   | Combined Total |   |   |   |
|---------------|--------------------------------------------------------|---|---|---|-----------|---|---|---|-----------|---|---|---|----------------|---|---|---|
| Rating        | 1                                                      | 2 | 3 | 4 | 1         | 2 | 3 | 4 | 1         | 2 | 3 | 4 | 1              | 2 | 3 | 4 |
|               | $\frac{\text{ } + \text{ } + \text{ } }{3} = \text{ }$ |   |   |   |           |   |   |   |           |   |   |   |                |   |   |   |

| Category Score                                   | Unsatisfactory<br>0 - 24 | Needs<br>Improvement/Developing<br>25 - 49 | Effective<br>50 - 74 | Highly Effective<br>75 - 100 |
|--------------------------------------------------|--------------------------|--------------------------------------------|----------------------|------------------------------|
| Three Year Data<br>Average                       | 1                        | 2                                          | 3                    | 4                            |
| Summative Point<br>Value for Past Three<br>Years | 0                        | 40                                         | 80                   | 100                          |

**OVERALL RATING**

|                                  | Points Earned |
|----------------------------------|---------------|
| Planning/Preparation             |               |
| Classroom Management             |               |
| Assessment Evaluation            |               |
| Student Instructional Engagement |               |
| Technology                       |               |
| Collaboration                    |               |
| Professional Learning            |               |
| Professional Responsibilities    |               |
| Subtotal for Domains 1-8         |               |
| Student Growth and Achievement   |               |

Overall Score \_\_\_\_\_

| Unsatisfactory | Needs Improvement | Effective | Highly Effective |
|----------------|-------------------|-----------|------------------|
| 0-60           | 61 - 180          | 181 - 270 | 271 – 300        |

**SPEECH PATHOLOGIST (Continued)**

Comments of the Evaluatee

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Comments of the Evaluator

[illegible]

Overall Score \_\_\_\_\_ Overall Rating \_\_\_\_\_

This evaluation has been discussed with me ☐ Yes ☐ No

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Signature of Evaluatee

Date \_\_\_\_\_

Signature of Evaluator

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Date