



THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY

ELEMENTARY SOCIAL WORKER EVALUATION Community Resources For Families Program COMMUNITY RESOURCES WORKER EVALUATION

PHILOSOPHY

The purpose of performance evaluation for any category of employee is to document strengths and weaknesses and to pinpoint areas for improved performance. For professional employees, evaluation is, primarily, a way to document growth in the profession. Although professional growth is of primary importance, evaluation may also be used to document performance problems and deficiencies.

The Boise School District is committed to the notion of self-evaluation and self-reflection as a way to ensure professional growth. Self-reflection, combined with the fair and objective observation and feedback of a supervisor is the best way to assist professional teachers in advancing in the profession.

The availability of the Boise School District Peer Assistance Program, Professional Development Core and other Professional Development opportunities, coupled with the evaluation process, provides the infrastructure necessary for sustained professional growth. It is the philosophy of the District that evaluation is the tool to document that sustained growth.

EVALUATION PROCEDURE

The recommended administrative observation cycle for professional employees on category 1 or replacement contracts will include at least one administrative observation per quarter with each observation lasting a minimum of 10 minutes. It is also recommended that professional employees on category 1 or replacement contract will have at least one conference with a building administrator, to occur no later than March 31.

Professional employees on category 2 or category 3 contracts will have a minimum of two formal evaluations with a qualified evaluator. At least one evaluation will be conducted by a building administrator. The first evaluation will be completed before January 1, and the second evaluation will occur prior to the third week of May. Professional employees on category 3 contracts may be placed on intensive staff development or probation if needed.

Professional employees on renewable contracts will have a minimum of one administrative observation during the year, lasting a minimum of 10 minutes. Professional employees on renewable contracts will also have at least one formal evaluation by a building administrator. The administrative observation and the formal evaluation will occur prior to the third week of May. Professional employees on renewable contracts may be placed on intensive staff development or probation if needed.

The administrator conducting the evaluation will hold a post conference with the evaluated social worker within 5 school days following the formal evaluation.

Social Worker's Name _____ Date _____

Evaluator's Name _____ Evaluator's Position _____

Because CRW's often serve more than one school, it is suggested that contact be made with any other supervising Principal during evaluation process.

RATIONALE

I. PERSONAL COMPETENCIES

		Commendable	Satisfactory	Improvement Needed
1	Communicates effectively with school colleagues.			
2	Functions in an organized manner and is timely to meetings and appointments with school personnel.			
3	Maintains appropriate boundaries with school personnel, families, community contacts and other professionals.			
4	Ethical in professional practice.			
5	Respectful of all individuals.			
6	Is a model for families, i.e. poise, appearance and stability.			
7	Demonstrates effective human relationship skills.			
8	Appears to be skilled in social work practice.			
9	Uses community and school resources to benefit clients.			
10	Keeps accurate and up to date log on families referred by the school.			

Comments:

II. EFFECTIVENESS WITH FAMILIES

		Commendable	Satisfactory	Improvement Needed
1	Exhibits sensitivity, empathy and acceptance with families and honors family confidentiality.			
2	Shares pertinent information with families regarding school policies and requirements.			
3	Seeks to improve family problem solving/coping skills.			
4	Is responsive to inquiries from parents.			
5	Facilitates communication between home and school.			
6	Follows through with parents in reducing crisis and/or responding to their needs.			
7	Attends to family referrals promptly.			
8	Provides services compatible with the culture of the family.			

Comments:

III. EFFECTIVENESS WITH TEACHERS

		Commendable	Satisfactory	Improvement Needed
1	Cooperates with all school personnel.			
2	Is sensitive to the roles and concerns of educators.			
3	Communicates easily and effectively with teachers. Provides necessary feedback.			
4	Is receptive to teachers' comments and suggestions.			
5	Functions as an effective resource and consultant to teachers.			

Comments:

IV. EFFECTIVENESS WITH ADMINISTRATION

		Commendable	Satisfactory	Improvement Needed
1	Sensitive and responsive to the concerns of Principal and school.			
2	With Principal, sets goals and expectations for providing CRW services to school as outlined in written CRW job description.			
3	Keeps school personnel advised of availability and whereabouts.			
4	Promptly responds to and reports back on family referrals made by Principal and MDT.			
5	Functions as an effective resource to school for community resource information.			
6	Follows policies of school district and honors confidentiality of families.			

Comments:

It is suggested that the Evaluator/Principal have contact with the DHW School Program Coordinator (Sheri Conrad, 334-6844) for input for Section V. If contact is not made, please forward original to Sheri Conrad for review of any unanswered areas. She will complete, and forward to Sandy Rumpel.

V. EFFECTIVENESS IN THE PROFESSION AND COMMUNITY

		Commendable	Satisfactory	Improvement Needed
1	Takes pride in being a member of the social work profession.			
2	Takes responsibility for professional growth.			
3	Attends in-service workshops and community training.			
4	Meets all expectations for paperwork and data collection.			
5	Cultivates new resources and shares with CRFF Team. Effective liaison with community agencies.			
6	Works effectively with DHW School Program Coordinator.			

7	Is an effective liaison with DHW.			
8	Communicates effectively with BSD Community Resources Program Liaison.			
9	Follows policies and rules for Community Resources for Families and for DHW.			

Comments:

VI. SUMMARY

The CRFF Social Worker is commended for:

The Evaluator-Supervisor makes the following recommendations to the CRFF Social Worker / and to the CRFF Program:

I have reviewed this evaluation and discussed the contents with my evaluator. My signature does not indicate agreement or disagreement with the contents of the evaluation.

SOCIAL WORKER'S SIGNATURE _____ Date _____

EMPLOYEE'S ID NUMBER _____

SCHOOL _____

EVALUATOR'S SIGNATURE _____ Date _____