



THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY

SOCIAL WORKER EVALUATION (Secondary)

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 _____

(S) Satisfactory

(U) Unsatisfactory

(NE) Not Evaluated

* Explanatory remarks must be made to specific strengths and/or weaknesses in each category evaluated.

I. Personal Competencies

A.	Communicates effectively with colleagues.	S	U	NE
B.	Functions in organized manner.	S	U	NE
C.	Has a sense of humor.	S	U	NE
D.	Professionally ethical.	S	U	NE
E.	Respects the individual.	S	U	NE
F.	Is a model for students, i.e. poise, appearance, NE and stability.		S	U
G.	Demonstrates effective human relations skills.	S	U	NE
H.	Is well-informed in social work matters.	S	U	NE
I.	Uses community and school resources to benefit counselees.	S	U	NE
J.	Keeps accurate, up-to-date records.	S	U	NE

Comments:

I. Effectiveness With Students

A.	Encourages students to seek counseling.	S	U	NE
B.	Exhibits sensitivity, empathy, and acceptance with students.	S	U	NE
C.	Works with groups as well as individual students.	S	U	NE
D.	Provides supportive counseling to students.	S	U	NE
E.	Encourages students to utilize ancillary personnel when appropriate.	S	U	NE
F.	Actively assists in the utilization of other instructional and pupil personnel resources.	S	U	NE
G.	Shares pertinent information with students.	S	U	NE

H. Seeks to improve student self-image and coping skills. S U NE

Comments:

II. Effectiveness With Teachers

A. Cooperates with all school personnel. S U NE

B. Is sensitive to role and problems of teachers. S U NE

C. Communicates easily and effectively with teachers. S U NE

D. Is receptive to teacher's comments and suggestions. S U NE

E. Functions as effective resource and consultant to teachers. S U NE

Comments:

III. Effectiveness With Administration

A. Sensitive to the concerns of the administration. S U NE

B. Sets and meets professional goals. S U NE

C. Cooperates with administration regarding social work programs, policies, and regulations. S U NE

D. Attends to and reports back on administration NE referrals. S U

E. Functions as effective resource to administration regarding community resources, student activities, psychological climate, school attendance, and surrounding learning experiences. S U NE

Comments:

IV. Effectiveness With Parents

A. Is available to parents. S U NE

B. Promotes free and easy communication between home and school. S U NE

C. Follows through with parents in reducing crisis and/or responding to their needs for social work services. S U NE

- | | | | | |
|----|--|---|---|----|
| D. | Attends to parent requests and referrals. | S | U | NE |
| E. | Has a professional image among parents. | S | U | NE |
| F. | Provides services compatible with the culture of the family. | S | U | NE |

Comments:

V. Effectiveness In The Profession

- | | | | | |
|----|---|---|---|----|
| A. | Takes pride in being a member of the social work profession. | S | U | NE |
| B. | Supports professional organizations and participates as time permits. | S | U | NE |
| C. | Takes responsibility for professional growth. | S | U | NE |
| D. | Attends in-service workshops. | S | U | NE |

Comments:

VI. Effectiveness in the Community

- | | | | | |
|----|--|---|---|----|
| A. | Serves as liaison with community agencies. | S | U | NE |
| B. | Cultivates community resources. | S | U | NE |
| C. | Remains up-to-date on various community resources. | S | U | NE |
| D. | Is involved in the development of new resources. | S | U | NE |

Comments:

Additional Remarks:

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 _____