



Oak Park School District

School Social Worker Evaluation

Oak Park School District
SCHOOL SOCIAL WORKER PERFORMANCE APPRAISAL INSTRUMENT

- INSTRUCTIONS:
1. The evaluator is to rate the school social worker on six-point scale as indicated below.
 2. The competencies pertinent to each major function must be selected and discussed by the supervisor and school social worker at the beginning of the year.
 3. The evaluator is encouraged to add pertinent comments at the end of each major function.
 4. The school social worker is provided an opportunity to react to the evaluator's ratings and comments.
 5. The evaluator and the school social worker must discuss the results of the appraisal and any recommended action pertinent to it.
 6. The school social worker and the evaluator must sign the instrument in the assigned spaces.
 7. The instrument must be filed in the school social worker's personnel folder.

School Social Worker Name: _____

School or Base-assignment: _____

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.0 Major Function: Assessment of Student Needs

- 1.1 Gathers and records pertinent information to share with appropriate personnel.
- 1.2 Provides assessment services as appropriate for determining students with special needs.
- 1.3 Provides assessment to assure the implementation of appropriate services and/or exceptional children.

Rating Scale (Please check one)

Superior	Well Above Standard	Above Standard	At Standard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.0 Major Function: Program Planning and Evaluation

- 2.1 Assists the school in planning programs that prevent/reduce/alleviate situations which may interfere with the learning process of students.
- 2.2 Provides input as requested into system-wide and departmental policy and planning decisions.
- 2.3 Assists as requested in the evaluation of departmental and system-wide plans, policies and programs.

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.0 Major Function: Direct Service

- 3.1 Employs appropriate social work methods in situations affecting the student's educational progress.
- 3.2 Provides information

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.0 Major Function: Advocacy

- 4.1 Maintains an advocacy role to assure that the student's educational, social, emotional and material needs are met.
- 4.2 Advocates for students and parents in accordance with established laws, rules and regulations.

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.0 Major Function: Consultation/Education

- 5.1 Consults with staff and teachers on school and student needs.
- 5.2 Collaborates with community agencies to provide for student needs.
- 5.3 Provides in-service experiences to teachers and staff.
- 5.4 Supervises school social work interns.

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.0 Major Function: Coordination/Liaison

- 6.1 Effectively researches and utilizes community resources in addressing the needs of students and their families.
- 6.2 Establishes, promotes and maintains positive relations with various publics.
- 6.3 Serves as liaison between the home, school and community.

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.0 Major Function Management

- 7.1 Organizes time, resources, energy and workload in order to meet responsibilities.
- 7.2 Maintains accurate case records and documentation.

Rating Scale (Please check one)

Above Standard	At Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.0 Major Function: Professional Practice and Development

- 8.1 Adheres to a professional social work code of ethics.
- 8.2 Demonstrates effective communication and relationship skills.
- 8.3 Strives to develop professionally.

Evaluator's Summary Comments:

School Social Workers Reactions to Evaluation:

Evaluator's signature: _____

Date: _____

School Social
Worker's signature: _____

Date: _____