

STOCKTON UNIFIED SCHOOL DISTRICT
EVALUATION FORM
CHILD WELFARE ATTENDANCE COUNSELOR

Name: Site:

Pre Evaluation Conference Date: _____ Mid Year Evaluation Date: _____ Final Evaluation Date: _____

Child Welfare & Attendance Counselors provide a range of services to students, parents, teachers, administrators and other school personnel, student's families and regional agencies which support the educational process. The intent of these services is to facilitate the learning process for students.

Rating Criteria:

- | | | |
|----|--|---------------------|
| 4. | Experienced practice that Exemplifies the Standard | (Commendable) |
| 3. | Maturing Beginning Practice | (Satisfactory) |
| 2. | Developing Beginning Practice | (Needs Improvement) |
| 1. | Practice Not Consistent with Standard Expectations | (Unsatisfactory) |

| | 4 | 3 | 2 | 1 |
|--|---|---|---|---|
| I. KNOWLEDGE | | | | |
| 1. Has proficient knowledge with identifying students who are at risk of dropping out of school. | | | | |
| 2. Has proficient knowledge of prevention/intervention services for habitual students or students at risk of dropping out of school. | | | | |
| 3. Has knowledge of professional codes of conduct, legal mandates and truancy laws. | | | | |
| 4. Has knowledge of factors leading to dropping out of school. | | | | |
| 5. Has knowledge of Community Resources available to students and families. | | | | |
| II. PROGRAM | | | | |
| 1. Effectively provides and monitors prevention and intervention services for at risk students. | | | | |
| 2. Counsels with CWA Administrator regarding educational placement for students with attendance issues/concerns. | | | | |
| 3. Counsels with school personnel regarding welfare and attendance problems. | | | | |
| 4. Utilizes data sources to assist in implementation and monitoring of support services. | | | | |
| 5. Cooperates and collaborates with other professionals in enhancing the education of students. | | | | |
| 6. Represents the District as required at Local and County School Attendance Review Board (SARB) hearings. | | | | |
| 7. Initiates and maintains home visitations. | | | | |
| III. COMMUNICATION | | | | |
| 1. Communicates effectively. | | | | |
| 2. Facilitates communication with parents, students, administrators and support staff. | | | | |
| 3. Communicates effectively with community agencies. | | | | |
| IV. SUPPORT | | | | |
| 1. Collaborates and coordinates with school and community resources to link students and families who require support. | | | | |
| 2. Acts as a resource to parents/guardian linking them with training in the community on a variety of parent education topics. | | | | |
| 3. Assists in providing professional development to the school community in helping students at risk to reconnect with educational programs. | | | | |

| | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| V. WORK HABITS/RELATIONSHIPS | | | | |
| 1. Flexibility. | | | | |
| 2. Dependability. | | | | |
| 3. Ability to work without supervision. | | | | |
| 4. Works well with others. | | | | |
| VI. RESEARCH | | | | |
| 1. Makes informed decisions. | | | | |
| 2. Provides and monitors data to facilitate program projections. | | | | |
| VII. PROFESSIONAL GROWTH | | | | |
| 1. Participates in activities that promote professional growth. | | | | |
| VIII. OTHER | | | | |
| 1. Performs adjunct duties by mutual agreement as prescribed in Article 6.1.1 (c) of the collective bargaining agreement. | | | | |

EVALUATOR'S
COMMENTS:

FINAL EVALUATION RATING

Commendable

Satisfactory

Needs Improvement

Unsatisfactory

EVALUATOR'S RECOMMENDATION

_____ I recommend this Child Welfare & Attendance Counselor for continued employment in their present position.

_____ I recommend a probationary period to improve performance for this Child Welfare & Attendance Counselor position. An improvement plan is attached.

SELF
IMPROVEMENT
GOALS:

The evaluation and assessment of the performance of each certificated unit employee shall be made on a continuing basis as follows:

- (a) Once each school year for temporary/probationary personnel
- (b) Every other year for personnel with permanent status not meeting the criteria below
- (c) Every five (5) year for personnel who have been employed at least ten (10) years with the district and whose most recent previous evaluation rated the employee as 'Satisfactory' or 'Commendable'. The certificated employee or the evaluator may withdraw consent at any time.

Evaluator's Signature/ Date

SUSD Employee ID

Child Welfare & Attendance Counselor Signature/ Date

SUSD Employee ID