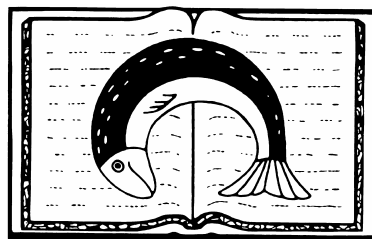


Social Worker Performance Evaluation



Lower Kuskokwim School District
P.O. Box 305
Bethel, Alaska 99559

(907) 543-4800

2011/2012

**LOWER KUSKOKWIM SCHOOL DISTRICT
SUMMATIVE EVALUATION FORM**

EVALUATEE'S NAME _____

POSITION SW II

TENURED ☐

PROBATIONARY: 1ST YEAR ☐

2ND YEAR ☐

3RD YEAR ☐

Evaluator's Narrative attached: ☒

Social Worker's Comments attached: ☐

SOCIAL WORKER PERFORMANCE STANDARDS:

CHECK ONLY ONE ITEM FOR EACH STANDARD. ANY STANDARD CHECKED "DOES NOT MEET STANDARD" ON SUMMATIVE FORM REQUIRES A PLAN OF IMPROVEMENT.

#1 KNOWLEDGE OF SOCIAL WORK SKILLS

It is the responsibility of the social worker to attain and apply knowledge in his or her assignment.

Does Not Meet
Standard *
Meets
Standards
Exceeds
Standards

☐ ☐ ☐

#2 MANAGEMENT & ORGANIZATIONAL SKILLS

It is the responsibility of the social worker to provide and implement services and/or programs in an organized and timely fashion.

☐ ☐ ☐

#3 WORKING EFFECTIVELY WITH OTHERS

It is the responsibility of the social worker to maintain positive working relationships with others.

☐ ☐ ☐

#4 EFFECTIVE COMMUNICATION

It is the responsibility of the social worker to listen, understand and communicate information both orally and in writing with accuracy, clarity, sensitivity and effectiveness to a variety of audiences.

☐ ☐ ☐

#5 MULTICULTURAL AWARENESS AND APPRECIATION

It is the responsibility of the social worker to reflect through professional practices awareness, sensitivity, & understanding of cultural abilities, similarities, and differences.

☐ ☐ ☐

#6 COMMUNITY/PARENT PARTNERSHIP

It is the responsibility of the social worker to encourage parents and community members to become involved with the educational process in order to share learning, promote understanding, and contribute to supportive partnerships.

☐ ☐ ☐

#7 SOCIAL WORKER SPECIFIC STANDARD

☐ ☐ ☐

Social Worker's
Signature _____

Date _____

Evaluator's
Signature _____

Date _____

NOTE: The social worker's signature above represents the receipt of the **Summative Evaluation Form ONLY**, and not necessarily agreement. The lead social worker may submit written comments to be attached.

Cc: 201

Evaluator's Narrative

Social Worker's Name: _____

Date _____

Comments:

Recommendations:

Social Worker's Initials:

Cc: 201 File

LOWER KUSKOKWIM SCHOOL DISTRICT

#1 Knowledge of Social Work Skills

Check all performance indicators that apply.
Any performance indicators that is checked
"Does Not Meet Standard" may require a plan of
improvement.

It is the responsibility of the social worker to attain and apply knowledge in his or her assignment.

Does not meet standard

- ☐ Lack of basic knowledge of social work theory and practice
- ☐ Makes little effort to keep current with practices related to assignment.
- ☐ Social worker lacks the basic general social work skills.
- ☐ Not recognized by others for his or her content knowledge and expertise.
- ☐ Does not posses appropriate knowledge of technology skills that are relevant to assigned position.

Meets standard

- ☐ Social worker possesses appropriate knowledge of SW practice and theory
- ☐ Social worker keeps informed on best practices in social work with particular focus on his or her assigned area.
- ☐ Social worker possesses basic general social work knowledge, as well as a knowledge of particular practice concerns.
- ☐ Recognized by others for his or her expertise of specialty area and content knowledge.
- ☐ Possesses appropriate knowledge of technology skills that are relevant to assigned position.

Exceeds standard

- ☐ Possesses in depth knowledge
- ☐ Social worker seeks out information and actively pursues professional development opportunities in and outside his or her assigned area.
- ☐ Social worker possesses exceptional knowledge of general social work skills, as well as in depth knowledge of particular practice areas content.
- ☐ Widely recognized and sought out for content knowledge and expertise.
- ☐ Possesses exceptional knowledge of technology skills that are relevant to assigned position.

Comments:

Social workers Initials:

Cc: 201 File

LOWER KUSKOKWIM SCHOOL DISTRICT

#2 MANAGEMENT & ORGANIZATIONAL SKILLS

Check all performance indicators that apply.
Any performance indicators that is checked
"Does Not Meet Standard" may require a plan of improvement.

It is the responsibility of the social worker to provide and implement service, programs &/or records in an organized and timely fashion.

Does not meet standard

☐ Minimum evidence of clear, effective time management.

☐ Fails to complete requested reports and required documents in a timely manner.

☐ On-site staff are inadequately trained and supported.

☐ Does not monitor the effectiveness of staff training.

☐ Lack of organizational skills result in ineffective work and record keeping

☐ Social worker consistently fails to respond to requests for services and/or records in a timely manner.

Comments:

Meets standard

☐ Time management is evident in the Social worker's ability to balance effective contact time with paperwork completion and communication.

☐ Completes reports and documentation in a timely manner.

☐ Provides clear expectations and directions, adequate training, and encouragement to sites and staff.

☐ Monitors effectiveness of staff training.

☐ Organizational skills promote effective and positive outcomes in services and record keeping

☐ Social worker usually responds to requests and completes record keeping within a reasonable timeline.

Exceeds standard

☐ Time management is exceptional: site needs are being met; paperwork is timely and comprehensive; communication with staff occurs regularly.

☐ Documentation and reports are comprehensive and up-to-date.

☐ Provides clear expectations and directions, exceptional training, support, and encouragement to sites and staff.

☐ Monitors and adjusts training based on staff feedback.

☐ Maintains excellent organization, resulting in positive outcomes in services and ease in completing all necessary records.

☐ Social worker consistently responds to requests and completes all work in a timely manner.

Social worker's Initials:

Cc: 201 File

LOWER KUSKOKWIM SCHOOL DISTRICT
#3 WORKING EFFECTIVELY WITH OTHERS

Check all performance indicators that apply.
Any performance indicators that is checked
"Does Not Meet Standard" may require a plan of
improvement.

It is the responsibility of the social worker to maintain positive working relationships.

Does not meet standard	Meets standard	Exceeds standard
<input type="checkbox"/> Demonstrates minimal effectiveness in supporting students, communities and staff.	<input type="checkbox"/> Social worker works effectively to support students, communities and staff.	<input type="checkbox"/> Social worker contributes to enhancing student and community involvement in District educational programs.
<input type="checkbox"/> Undermines communication and teamwork in various settings.	<input type="checkbox"/> Demonstrates ability to communicate and works well in various team settings.	<input type="checkbox"/> Social worker consistently demonstrates a high level of skill in relating to others in various work settings.
<input type="checkbox"/> Social worker fails to demonstrate professional ethics in collegial settings.	<input type="checkbox"/> Social worker maintains professional ethics in working with others.	<input type="checkbox"/> Social worker maintains high standard of professional ethics at all times
<input type="checkbox"/> Social worker is unapproachable and/or unresponsive to colleagues' concerns.	<input type="checkbox"/> Social worker is available and responsive to colleague concerns.	<input type="checkbox"/> Social worker promotes positive working relationships among colleagues.
<input type="checkbox"/> Social worker is a negative influence.	<input type="checkbox"/> Social worker is generally a positive participant within a group.	<input type="checkbox"/> Social worker consistently demonstrates skills in problem solving within a group.

Comments:

LOWER KUSKOKWIM SCHOOL DISTRICT

#4 EFFECTIVE COMMUNICATION

Check all performance indicators that apply.
Any performance indicators that is checked
"Does Not Meet Standard" may require a plan of
improvement.

It is the responsibility of the social worker to listen, understand and communicate information both orally and in writing with accuracy, clarity, sensitivity and effectiveness to a variety of audiences.

Does not meet standard

- ☐ Social worker does not recognize or accommodate for communication barriers or different points of view.
- ☐ Social worker does not initiate communication with others consistently.
- ☐ Social worker lacks the necessary communication skills to resolve conflicts.
- ☐ Social worker frequently has errors or fails to communicate in a clear manner in written reports and correspondence.
- ☐ Social worker does not communicate along appropriate lines.
- ☐ Social worker does not demonstrate respect during interactions with others.
- ☐ Social worker demonstrates resistance, avoidance or defensiveness when listening and responding to comments and suggestions.

Meets standard

- ☐ Social worker recognizes communication barriers and different points of view and attempts to accommodate for these.
- ☐ Social worker makes an effort to keep others informed on a regular basis.
- ☐ Social worker uses appropriate strategies to resolve most conflicts with others.
- ☐ Social worker writes reports that clearly communicate meaning.
- ☐ Social worker usually communicates along appropriate lines.
- ☐ Social worker demonstrates respect during interactions with others.
- ☐ Social worker is able to deal with constructive feedback in a professional manner.

Exceeds standard

- ☐ Social worker recognizes communication barriers and different points of view and consistently accommodates for these.
- ☐ Social worker regularly uses a variety of strategies (including phone, fax, home visits, email, etc.) to initiate and effectively communicate with others.
- ☐ Social worker demonstrates mastery of appropriate interpersonal and communication skills to resolve conflicts in all settings.
- ☐ Social worker effectively communicates in written reports and correspondence.
- ☐ Social worker always communicates along appropriate lines.
- ☐ Mutual respect is an obvious, integral part of the social worker's interactions.
- ☐ Social worker actively seeks feedback and suggestions.

Comments:

Social Workers Initials:

Cc: 201 File

LOWER KUSKOKWIM SCHOOL DISTRICT

#5 MULTICULTURAL AWARENESS AND APPRECIATION OF DIVERSITY

Check all performance indicators that apply. Any performance indicators that is checked "Does Not Meet Standard" may require a plan of improvement.

It is the responsibility of the social worker to reflect through professional practices the awareness, sensitivity, and understanding of cultural abilities, similarities and differences.

Does not meet standard

- ☐ Culturally and linguistically inappropriate methods are modelled.
- ☐ Is intolerant of different points of view in diverse populations.
- ☐ Lacks sensitivity and understanding of characteristics of various cultures.
- ☐ Does not consistently assist teachers in multilingual/multi-cultural needs and desires of the local community.
- ☐ Does not work cooperatively in a multilingual and multi-cultural context.
- ☐ Does not demonstrate cultural respect.

Meets standard

- ☐ Culturally and linguistically appropriate methods and materials are modelled.
- ☐ Demonstrates and models tolerance of different points of view in diverse populations.
- ☐ Social worker demonstrates sensitivity and understanding of characteristics of various cultures.
- ☐ Assists teachers in understanding viewpoints and behaviors that are culturally and linguistically appropriate.
- ☐ Works cooperatively with all staff members in a multilingual and multi-cultural context.
- ☐ Social worker fosters cultural respect in the school and community.

Exceeds standard

- ☐ Culturally and linguistically appropriate methods and materials are modeled consistently.
- ☐ Consistently demonstrates and models valuing different points of view in diverse populations.
- ☐ Consistently demonstrates sensitivity and appreciation of characteristics of various cultures.
- ☐ Provides teachers with easily obtainable selection of materials that are culturally and linguistically appropriate.
- ☐ Always works cooperatively with all staff members in a multilingual and multi-cultural context.
- ☐ Consistently fosters cultural respect in the school and community.

Comments:

Social Worker's Initials

Cc: 201 File

LOWER KUSKOKWIM SCHOOL DISTRICT

#6 COMMUNITY/PARENT PARTNERSHIPS

Check all performance indicators that apply. Any performance indicators that is checked "Does Not Meet Standard" may require a plan of improvement.

It is the responsibility of the social worker to encourage parents and community members to become involved with the educational process in order to share learning, promote understanding, and contribute to supportive partnerships.

Does not meet standard	Meets standard	Exceeds standard
<input type="checkbox"/> Social worker demeanor and attitude discourages parent involvement.	<input type="checkbox"/> Social worker understands parents concerns.	<input type="checkbox"/> Social worker consistently is able to involve parents in site or district activities in order to share learning and promote understanding.
<input type="checkbox"/> Social worker does not promote parent understanding of site or district programs.	<input type="checkbox"/> Social worker promotes parent understanding of site and district programs.	<input type="checkbox"/> Social worker promotes parental understanding of site and district programs though a variety of strategies.
<input type="checkbox"/> Social worker lacks awareness of community resources.	<input type="checkbox"/> Social worker supports approved school-community groups, projects, and activities related to site and district goals.	<input type="checkbox"/> Social worker consistently seeks out services offered by the community to help others.
<input type="checkbox"/> Social worker lacks awareness of services provided by outside agencies.	<input type="checkbox"/> Social worker is aware of community resources and connects others to resources when asked.	<input type="checkbox"/> Social worker consistently connects others to resources and services.
<input type="checkbox"/> Social worker fails to consistently maintain positive working relationships with other agencies	<input type="checkbox"/> Social worker is willing to participate with other agencies to provide services to students.	<input type="checkbox"/> Social worker maintains positive working relationships with other agencies to provide services to students.

Comments:

LOWER KUSKOKWIM SCHOOL DISTRICT

#7 Social Worker Job Specific Standard

Check all performance indicators that apply.
Any performance indicators that is checked
"Does Not Meet Standard" may require a plan of improvement.

It is the responsibility of the social worker to attain and apply knowledge in his or her assignment.

Does not meet standard

- ☐ Does not assist regularly with CSI or IEP development.
- ☐ Does not communicate with CSI or IEP teams
- ☐ Does not contribute much to social work department or district as a whole.
- ☐ Knows only basics about Social work practice and ethics and AK regulations and is not regularly able to effectively answer social work related questions.
- ☐ Does not work effectively or actively as site liaison.
- ☐ Does not advocate for students &/of families.
- ☐ Does not advocate a positive philosophy for social work services.
- ☐ Does not demonstrate the ability to regularly and effectively prioritize job responsibilities.
- ☐ Is generally inflexible or intolerant of change.
- ☐ Is not knowledgeable of and does not use resources available from other agencies or sources
- ☐ Only basic familiarity with and use of assessments relating to specialty area.

Meets standard

- ☐ Assists with CSI & IEP development relating to specialty area.
- ☐ Communicates with CSI & IEP teams.
- ☐ Contributes to social work department and district as a whole.
- ☐ Knowledgeable about Social work practice and ethics and AK regulations and able to accurately answer questions about social work in general.
- ☐ Works effectively as liaison to assigned sites.
- ☐ Advocates for students &/or families.
- ☐ Advocates a positive philosophy for social work services.
- ☐ Able to effectively prioritize job responsibilities.
- ☐ Demonstrates needed flexibility in job related duties.
- ☐ Knowledgeable of and uses resources available from other agencies or sources
- ☐ Familiarity with, and effective use of assessment measures/tools.

Exceeds standard

- ☐ Consistently recommends appropriate CSI & IEP information (i.e., goals, objectives, modifications) .
- ☐ Communicates regularly in person, telephonically, or via E-mail with CSI & IEP teams on a regular basis.
- ☐ Regularly or consistently goes above and beyond job duties as assigned.
- ☐ Is very knowledgeable about Social work practice and ethics and AK regulations and is able to answer specific questions in an understandable manner.
- ☐ Works actively and effectively as site liaison. Follows up and shows initiative.
- ☐ Effectively advocates for students and/or families.
- ☐ Effectively advocates a positive philosophy for social work services.
- ☐ Effectively prioritizes job responsibilities and acts on most important issues/concerns.
- ☐ Consistently demonstrates flexibility and is able to adapt as needed to changing situations or conditions.
- ☐ Able to effectively research and communicate alternative resources.
- ☐ Actively increases knowledge of a wide variety of assessment measures, along with the ability to administer and interpret the assessments.

Does not meet standard

☐ Is not knowledgeable about behavior intervention strategies and techniques.

☐ Does not maintain confidentiality.

☐ Does not seek professional development opportunities.

☐ Has not made reasonable effort to attain or maintain license and/or certification.

Comments:

Meets standard

☐ Is knowledgeable about behavior intervention strategies and techniques.

☐ Maintains confidentiality.

☐ Meets minimum professional development requirements.

☐ Has made reasonable efforts to attain or maintain license and/or certification.

Exceeds standard

☐ Is knowledgeable about behavior intervention strategies and techniques and is able to demonstrate and effectively train site staff in techniques.

☐ Social worker is noted for confidentiality.

☐ Demonstrates ongoing interest in professional development and growth in the field.

☐ Has taken initiative to assure attainment or maintenance of license and/or certification.

Social Worker's initials: