

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB COACH FOR ESE STUDENTS

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Develop job training plans for each student.
2. Develop, maintain and utilize a community resource file.
3. Review program goals and objectives with Job Placement Specialist.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

JOB COACH FOR ESE STUDENTS (Continued)

2. PROGRAM MANAGEMENT

Category Definitions

- 4. Maintain individual files on each student, including entry and program evaluations, classroom, on-the-job attendance, disciplinary records, and job performance evaluations that are done by employers.
- 5. Maintain records and reports in auditable form under the supervision of the classroom teacher.
- 6. Manage time effectively.
- 7. Assist in maintaining security of records.
- 8. Provide, following appropriate training, student supervision as assigned.

Source Code (circle choices)

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|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
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3. ASSESSMENT ASSISTANCE

Category Definitions

- 9. Assist in evaluating each student upon entry.
- 10. Monitor progress using instruments provided.
- 11. Assist in evaluating program effectiveness and suggest means of improvement.

Source Code (circle choices)

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JOB COACH FOR ESE STUDENTS (Continued)

4. SERVICE DELIVERY

Category Definitions

- 12. Facilitate the delivery of prescribed work experience curriculum to students identified for the program.
- 13. Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
- 14. Place students at work sites appropriate for their training plan and the employer's need.
- 15. Provide extended on-site job coaching for students if needed.
- 16. Prepare and maintain requested / required reports and records.

Source Code (circle choices)

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5. COLLABORATION

Category Definitions

- 17. Visit work sites weekly for contact with students and supervisor / employer.
- 18. Work closely with teachers and other professionals.
- 19. Communicate effectively orally and in writing.

Source Code (circle choices)

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JOB COACH FOR ESE STUDENTS (Continued)

6. TRAINING AND DEVELOPMENT

Category Definitions

- 20. Participate in training sessions and inservice.
- 21. Assist others in understanding the program.
- 22. Determine career goals, conduct a personal assessment, and develop a systematic plan including goals and time tables.

Source Code (circle choices)

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7. RESPONSIBILITIES AND ETHICS

Category Definitions

- 23. Maintain confidentiality of student information.
- 24. Use effective, positive interpersonal skills.
- 25. Demonstrate integrity through ethical behavior.
- 26. Carry out job responsibilities in a timely and consistent manner.
- 27. Recognize and remain sensitive to the individual needs and differences of students.
- 28. Perform other duties as assigned.

Source Code (circle choices)

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JOB COACH FOR ESE STUDENTS (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

- 29. Ensure that actions contribute to continuous growth and achievement appropriate for student program classification.
- 30. Collect and maintain individual diagnostic information, attendance, discipline records, and employers' job performance evaluation.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

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