

**CROSSETT SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION FORM
Social Worker Evaluation**

The purpose of this evaluation is to inform the employee of job performance with the goal of improving performance. An evaluation is to be completed each year and filed in the Superintendent's office before the April board meeting of each year. The evaluation may be conducted on a more frequent basis.

EMPLOYEE'S NAME _____ DATE _____

PRESENT POSITION _____ SCHOOL/DEPT. _____

PERIOD COVERED BY THIS EVALUATION _____ TO _____

Definition of Evaluation Terms: N/A=Not Applicable; 1=Unsatisfactory, needs immediate improvement; 2=Marginal, work is in need of improvement; 3=Meets Requirements, producing desired results; 4=Exceeds Requirements; **5=Exceptional.**

	5	4	3	2	1
Attends work regularly.					
Arrives punctually.					
Follows the rules and regulations of the Crossett School District.					
Notifies supervisor promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made.					
Explains and interprets school social work services to parents, teachers and other members of the Crossett School District.					
Facilitates communication between the home and school, seeking to involve families in the educational process.					
Provides consultation, counseling services and/or training programs for parents, either on an individual or group basis.					
Serves as a liaison between the school, home, and community agencies through reciprocal referral arrangements, collaboration on cases, and assistance to families in obtaining and utilizing community resources.					
Produces a written report of any social work assessments or other services provided to students.					
Provides or assists in the in-service training of school personnel in the areas of responsibility and expertise					
Maintains accurate case records on all students regarding their referral, evaluation, and any other services provided by the social worker in accordance with the requirements of state and federal laws, regulations and/or policies.					
Attends staff, professional and interagency meetings as assigned.					
Provides individual and group counseling and guidance.					
Completes all required reports of the county and state department of education.					
Participates in professional growth and development activities.					
Works cooperatively in sharing knowledge, skill, and expertise with others.					
Displays proper respect for supervisors.					
Observes professional lines of communication at all times with individuals inside and outside of the school system.					
Maintains the confidentiality of school and student records.					
Makes use of constructive criticism and avoids the use of sarcasm, undue criticism, inappropriate language and behavior, and the use of racial and/or ethnic slurs when dealing with others.					
Accepts other job duties as may be assigned which are related to the scope of the job.					

Comments: _____

EMPLOYEE STATEMENT: I have examined this evaluation, and have signed it; however, my signature does not necessarily indicate agreement with the contents, but only that they are recorded with my full knowledge.

Comments: _____

Signature of Evaluator

Signature of Employee

Date

Date

