



CLVT[®] Performance Appraisal Year _____

The scale used for this evaluation is 2 points “Exceeded Expectations”; 1 point is “Met Expectations” and 0 is for “Does Not Meet Expectations”. The explanation of the criteria for each level is contained in this document.

I. Performance

1. Develops well-written evaluation reports with appropriate recommendations for each student.

Not Met (0 Points)

Evaluation Reports are poorly written.
Recommendations are confusing.
Recommendations are standard and not properly individualized.
Evaluation Reports are frequently not provided in a timely manner.
There is little or no follow up to find out if recommendations worked.

Met (1 Point)

Evaluation Reports are written using good grammar and spelling.
Recommendations are easy to understand; any jargon is defined.
Recommendations are appropriate for individual students.
Evaluation Reports are provided within three weeks after eye reports are received.
Vision Specialist follows up to determine if recommendations were useful.

Exceeded (2 Points)

Evaluation reports are professionally written.
Recommendations are appropriate for individual and are based on informed professional judgment.
Recommendations are clear and sufficiently detailed to convey understanding.
Evaluation Reports are provided within two weeks after eye reports are received.
Vision Specialist follows up to determine usefulness of recommendations and makes modifications as needed.

2. Addresses unique needs of students (abilities, learning styles, handicaps).

Not Met (0 Points)

Vision Specialist is not familiar with needs of the student.
Vision Specialist doesn't understand the nature of the vision loss and its educational implications.
Vision Specialist doesn't understand the impact of additional disabilities in conjunction with vision loss.
Vision Specialist does not keep records well organized.

Met (1 Point)

Vision Specialist is familiar with the needs of each student
Vision Specialist understands the nature of the vision loss and its educational impact.
Vision Specialist understands the impact of additional disabilities in conjunction with vision loss.
Vision Specialist keeps records well-organized and accessible for reference.

Exceeded (2 Points)

Vision Specialist seeks additional information from the student, parents, and teachers.
Vision Specialist seeks additional resources to understand the nature of the vision loss and its educational impact and shares the information with those directly involved.
Vision Specialist understands the impact of additional disabilities in conjunction with vision loss and shares the information with those directly involved.
Vision Specialist keeps records well organized and reviews them regularly.

3. Provides direct instruction to students.

Not Met (0 Points)

Instruction is not well planned.
Goals are not based on assessment or designed to help child progress in the general curriculum.
Interactions with students are not productive.
Student progress is not well documented.
Student progress is not relayed to others on the team.

Met (1)

Specific goals are written for instruction.
Goals are based on assessment or designed to help child progress in the general curriculum.
Student progress is evaluated and documented.
Student progress is shared with other team members.

Exceeded (2)

Instruction is designed to help the student gain specific skills.
Students understand what they are learning and can transfer skills to other settings.
Student progress is evaluated according to specific criteria and well documented.
Student progress is shared with other team members.
Parents and teachers understand the purpose of instruction and commit to sustain the skill.

4. Assists parents and LEA and others by providing information and resources relating to low vision.

Not Met (0 Points)

Resources recommended are generic rather than geared to the individual student needs.
Vision Specialist does not have materials readily available.
Vision Specialist doesn't provide information/resources in a timely manner.
Vision Specialist doesn't share her expertise with others on the team.

Met (1 Point)

Vision Specialist recommends resources that are well correlated to the needs of the student.
Vision Specialist thoughtfully selects information for parents and teachers.
Vision Specialist provides information within a week to ten days of the request.
Vision Specialist shares her expertise with the team.

Exceeded (2 Points)

Vision Specialist seeks information from a wide variety of sources to match student needs.
Vision Specialist anticipates needs and brings information to the team.
Vision Specialist provides information within a week of the request or contacts the individual to explain the delay.
Vision Specialist recommends training for various groups.

5. Provides training for others including parents, colleagues, or others.

Not Met (0 Points)

Vision Specialist doesn't seek opportunities to share their expertise.
Vision Specialist doesn't provide any training to others.

Met (1 Point)

Vision Specialist will provide information about training options.
Vision Specialist provides information requested by the group.
Vision Specialist is well prepared.

Exceeded (2 Points)

Vision Specialist will seek opportunities to provide presentations or training to varied audiences.
Vision Specialist gears presentation to the identified needs of the group or topics requested.
Vision Specialist plans well in advance and develops a polished presentation.

6. Reinforces importance of visual functioning in a variety of environments and correlates low vision to appropriate areas of the Expanded Core Curriculum.

Not Met (0 Points)

Vision Specialist does not understand the importance of the Expanded Core Curriculum.
Vision Specialist doesn't consistently provide an example of appropriate techniques.
Vision Specialist relies on his/her previous knowledge.

Met (1 Point)

Vision Specialist demonstrates ways to maximize visual functioning in areas related to the Expanded Core Curriculum.
Vision Specialist understands the importance of mastery of the Expanded Core Curriculum.
Vision Specialist stays current in the skill areas.

Exceeded (2 Points)

Vision Specialist actively promotes the importance of the Expanded Core Curriculum.
Vision Specialist encourages student to use appropriate devices for the task.
Vision Specialist seeks additional information and techniques for teaching use of low vision devices.

7. Demonstrates care and respect for materials and equipment.

Not Met (0 Points)

Materials and equipment are not well organized or accessible when needed.
Materials and equipment are not properly packed to prevent damage in travel.
Materials and equipment loans are not properly documented.

Met (1 Point)

Materials and equipment are well organized and accessible for use as needed.
Materials and equipment are properly packed to prevent damage in travel.
Materials and equipment loan agreements are properly completed and filed.

Exceeded (2 Points)

Materials and equipment can be easily and quickly accessed.
Vision Specialist devises ways to efficiently move and store equipment and materials.
Vision Specialist follows up on items loaned to insure their return.

8. Maintains student files.

Not Met (0 Points)

Pertinent records are frequently not available.
Information is not properly filed to be accessible.
Vision Specialist doesn't keep records in a safe place to prevent access by unauthorized persons.
Documentation for release of information is not available.

Met (1 Point)

Appropriate records are maintained on each student.
Information is organized and accessible.
Items are kept in a safe and confidential place at all times.
No items are released without proper signatures from parents or student.

Exceeded (2 Points)

Vision Specialist seeks any missing records in a timely manner.
Vision Specialist has a system for organizing records.
Items are kept in a safe and confidential place at all times.
No items are released without proper signatures from parents or student.

9. Uses time productively.

Not met (0 Points)

Vision Specialist does not meet contract time requirements.
Vision Specialist is frequently not "in place" or "on task."
Vision Specialist frequently focused on activities and interactions not related to student learning.
Required reports, IEPs, evaluations, etc. are of poor quality or not completed by assigned deadlines.
Vision Specialist does not make visits/contacts as established for each child on the caseload.
Vision Specialist is inconsistent in keeping commitments.
Vision Specialist doesn't turn in monthly calendars or accurate time analysis.

Met (1 Point)

Vision Specialist meets contractual time responsibilities without supervision.
Vision Specialist is typically "in place" and "on task".
Vision Specialist's primary focus is on activities and interactions related to student learning.
Required reports are of acceptable quality and completed within appropriate timelines.
Regular visits/contacts are made in accordance with the IFSP/IEP.
Commitments are generally kept as promised.
Vision Specialist turns in monthly calendars and accurate time analysis within established timeframe

Exceeded (2 Points)

Vision Specialist consistently demonstrates willingness to make student needs a priority.
Vision Specialist consistently makes good use of her time.
Vision Specialist prioritizes tasks for maximum student benefit.
Vision Specialist focuses on both short term and long term student learning.
Reports and other work assignments are of excellent quality and completed within timelines.
Regular visits/contacts exceed those specified in the IFSP/IEP.
Commitments are consistently kept.
Vision Specialist always turns in monthly calendars and accurate time analysis within established time frame

10. Attends to professional responsibilities such as attending IEP and IFSP meetings, evaluations and other student related activities.

Not Met (0 Points)

Vision Specialist habitually does not meet deadlines for submitting evaluation reports, IEP information, etc.

Quality of written work is poor.

Vision Specialist regularly does not follow through with committee assignments or other commitments.

Vision Specialist does not attend IFSP / IEP meetings when requested.

Met (1 Point)

Vision Specialist generally meets deadlines for submitting materials.

Quality of written work is at a professional level.

Vision Specialist generally follows through with assignments or commitments.

Vision Specialist attends IFSP / IEP meetings when requested.

Exceeded (2 Points)

Vision Specialist consistently meets deadlines for submitting materials.

Quality of written work is excellent.

Vision Specialist consistently follows through with assignments or commitments.

Vision Specialist attends IFSP / IEP meetings when requested and other meetings for the student when appropriate.

11. Submits all travel related expense reports.

Not Met (0 Points)

Vision Specialist does not keep receipts.

Vision Specialist is inconsistent in sending the reimbursement form to the school.

Vision Specialist does not provide accurate information.

Met (1 Point)

Vision Specialist saves all required receipts.

Vision Specialist turns in complete and accurate travel reimbursement forms the second week of the following month.

Vision Specialist provides accurate information.

Exceeded (2 Points)

Vision Specialist saves all required receipts.

Vision Specialist turns in complete and accurate travel reimbursement forms the first week of the following month.

Vision Specialist always provides accurate information.

12. Responds to feedback from students, parents, LEAs, and other professionals.

Not Met (0 Points)

Vision Specialist doesn't really listen well to others.

Vision Specialist is unwilling to modify their approach or stand.

Vision Specialist is sometimes rude or defensive.

Met (1 Point)

Vision Specialist listens to others.

Vision Specialist is willing to consider others' ideas.

Vision Specialist is able to discuss issues calmly.

Exceeded (2 Points)

Vision Specialist seeks others' opinions.

Vision Specialist gives thoughtful consideration to others' ideas.

Vision Specialist initiates discussions and seeks cooperative solutions.

- Shows consideration and respect in relationships with LEA, SDSBVI, SBVI, students, and parents.

Not Met (0 Points)

Vision Specialist engages in inappropriate or negative comments, gestures, or body language aimed at others.

Vision Specialist doesn't really listen to other people.

Vision Specialist isn't concerned with others needs.

Vision Specialist is unaware of cultural differences.

Met (1 Point)

Vision Specialist speaks respectfully of others at all times.

Vision Specialist listens carefully to others without interruption.

Vision Specialist works to build positive working relationships.

Vision Specialist is aware of cultural differences.

Exceeded (2 Points)

Vision Specialist focuses on the positive in all interactions.

Vision Specialist incorporates student ideas and interests into classroom discussion and activities.

Vision Specialist supports students, parents and professionals.

Vision Specialist focuses on the strengths of various cultures and understands the implications in any given situation.

II. Professional Growth and Development

- Continues efforts toward professional improvement such as classes, AER certification, workshops, etc.

Not Met (0 Points)

Vision Specialist demonstrates little interest in professional development.

Vision Specialist does not have a clear personal/professional development plan or is not making satisfactory progress in meeting timelines.

Vision Specialist does little pertinent reading.

Vision Specialist seldom provides input into professional development for the school as a whole.

Met (1 Point)

Vision Specialist actively participates in school sponsored professional development.

Vision Specialist takes required courses/CEUs for re-certification.

Vision Specialist has a specific written personal/professional development plan with timelines for completion.

Vision Specialist is making steady progress toward meeting goals.

Vision Specialist stays current in the field through reading journals, using Internet resources, etc. and shares information with colleagues as appropriate.

Vision Specialist offers suggestions for school-wide professional development.

Exceeded (2 Points)

Vision Specialist implements what they have learned into the classroom to provide direct benefit to students.

Vision Specialist takes additional college courses, CEUs, workshops or otherwise seeks additional knowledge pertinent to their teaching assignment.

Vision Specialist has an ambitious personal development plan with timelines.

Vision Specialist takes advantage of opportunities for professional growth and development both school sponsored and on their own initiative.

Vision Specialist pursues knowledge in K-12 education, special education, and education of children who are blind.

Vision Specialist develops professional contacts as an ongoing resource to stay current with the promising practices in the field.

Vision Specialist plays an active role in overall staff development for the school.

2. Maintains all required state and national certifications.

Not Met (0 Points)

Certification lapses.
Insufficient effort is made to meet criterion for renewal.

Met (1 Point)

State Teachers Certification, VI Endorsement and CLVT[®] Certification are maintained.
Vision Specialist monitors progress on renewal requirements.
Vision Specialist completes paperwork in a timely manner.
Vision Specialist provides copies to HR upon request.

Exceeded (2 Points)

State Teachers Certification, VI Endorsement and CLVT[®] Certification are maintained.
Vision Specialist has a specific plan for meeting renewal requirements.
Vision Specialist completes paperwork in advance.
Vision Specialist provides copies to HR when they are received.

3. Shares and seeks knowledge willingly.

Not Met (0 Points)

Vision Specialist is not open to new or different ideas.
Vision Specialist does not generally engage in "craft talk" with colleagues.
Vision Specialist doesn't seek out additional sources of information.
Little or no involvement with professional organizations.
Doesn't read professional journals.

Met (1 Point)

Vision Specialist is interested in new information and ideas about teaching and learning.
Vision Specialist engages in "craft talk" on a regular basis with colleagues.
Vision Specialist reads or otherwise gets information from a several available sources.
Participation in AER or CEC-DVI activities.
Regularly reads professional journal articles.

Exceeded (2 Points)

Vision Specialist actively seeks new information and ideas about teaching and learning.
Vision Specialist often initiates "craft talk" with colleagues.
Vision Specialist actively pursues information from a variety of sources including journals, the Internet, workshops, etc.
Assumes responsibility for leadership roles in AER or CEC-DVI activities.
Submission of articles to journals or makes presentations at conferences.

4. Maintains a positive and supportive attitude.

Not Met (0 Points)

Vision Specialist is often unpleasant to colleagues, students, and parents.
Vision Specialist doesn't offer assistance to fellow outreach or other staff.
Vision Specialist doesn't become involved in the life of the school.
Vision Specialist speaks poorly of the school, students, parents, or colleagues in other settings.
Vision Specialist doesn't use existing means to work with others to resolve problems and is often reactive.

Met (1 Point)

Vision Specialist is pleasant to colleagues, students, and parents.
Vision Specialist will offer assistance when needed.
Vision Specialist is active in the life of the school by participating on committees or otherwise assisting the overall effort.
Vision Specialist confines remarks to those that are helpful and positive.
Vision Specialist speaks respectfully of others.
Vision Specialist understands and uses existing means to resolve problems and is pro-active in creating good working conditions for everyone.

Exceeded (2 Points)

Vision Specialist goes out of their way to be supportive to colleagues, students, and parents.
Vision Specialist frequently assists where there is a need.
Vision Specialist takes a leadership role in one or more areas.
Vision Specialist frequently provides "one minute praising" to support others good efforts.
Vision Specialist consistently speaks respectfully of others.
Vision Specialist takes a leadership role in problem resolution by encouraging others to use existing means of solving problems.

III. Service to the School Community

1. Cooperates with colleagues in continuous staff efforts to improve the total low vision program.

Not Met (0 Points)

Vision Specialist does not consider the relationship of low vision program to overall program of SDSBVI.
Vision Specialist does not refer to most appropriate staff resources.
Vision Specialist is unwilling to compromise.
Vision Specialist doesn't engage in self-evaluation or program evaluation.

Met (1 Point)

Vision Specialist is aware of the relationship between the low vision program and the school as a whole.
Vision Specialist will generally refer to colleagues.
Vision Specialist works effectively with others.
Vision Specialist does some self-evaluation and program evaluation.

Exceeded (2 Points)

Vision Specialist demonstrates an understanding of their role in the school's mission.
Vision Specialist refers to colleagues whenever it may be appropriate.
Vision Specialist works to build consensus.
Vision Specialist conducts annual self-evaluation and seeks input from others for purposes of program improvement.

2. Participates in committees for program improvement.

Not Met (0 Points)

Vision Specialist shows little interest in assisting with program planning.
Vision Specialist shows little interest in assisting with program evaluation.
Vision Specialist participates only when specifically assigned.
Vision Specialist contribution is minimal; may miss meetings.

Met (1 Point)

Vision Specialist assists with program planning.
Vision Specialist assists with program evaluation.
Vision Specialist participates in at least two committees, activities, etc for program improvement.
Vision Specialist contributes to work of the group.

Exceeded (2 Points)

Vision Specialist is actively involved in program planning.
Vision Specialist is actively involved in program evaluation.
Vision Specialist participates in more than two committees, activities, etc. for program improvement.
Vision Specialist is an energetic and creative participant.

3. Assumes responsibility for additional projects.

Not Met (0 Points)

Vision Specialist defines position very narrowly and doesn't volunteer for additional projects.
Vision Specialist is unwilling to take on any additional responsibilities when requested.
Vision Specialist assumes responsibility for additional projects, but does not complete them.

Met (1 Point)

Vision Specialist accepts responsibility for some new projects.
Vision Specialist considers the effort and resources involved and requests assistance if needed.
Vision Specialist completes any additional projects she has accepted.

Exceeded (2 Points)

Vision Specialist commits only to those projects she feels she has the time and resources to complete.
Vision Specialist seeks resources to allow projects to go forward.
Vision Specialist accepts responsibility for projects to which she has committed.
Vision Specialist does an excellent job with projects she has accepted.