



Outreach Vision Consultant Performance Appraisal

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 recommendations for each student.

Not Met (0 Points)

Contact Reports are poorly written.
Recommendations are confusing for a layperson.
Recommendations are standard and not properly individualized.
Contact Reports are frequently not provided in a timely manner.
Contact reports are not regularly filed in student binder.
There is little or no follow up to find out if recommendations worked.

Met (1 Point)

Contact Reports are written using good grammar and spelling.
Recommendations are free of jargon and easy to understand.
Recommendations are appropriate for individual students.
Contact Reports are provided within two weeks of the visit.
Contact reports are accessible.
Consultant follows up to determine if recommendations were useful.

Exceeded (2 Points)

Contact reports are professionally written.
Recommendations are appropriate for individual and are based on informed professional judgement.
Recommendations are clear and sufficiently detailed to convey understanding.
Contact Reports are provided within one week of visit.
Contact reports are filed after each visit.
Consultant follows up to determine usefulness of recommendations and makes modifications as needed.

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

Not Met (0 Points)

Consultant is not familiar with needs of the student.
Consultant doesn't understand the nature of the vision loss and its educational implications.
Consultant doesn't understand the impact of additional disabilities in conjunction with vision loss.

Met (1 Point)

Consultant is familiar with the needs of each student on their caseload.
Consultant understands the nature of the vision loss and its educational impact.
Consultant understands the impact of additional disabilities in conjunction with vision loss.

Exceeded (2 Points)

Consultant seeks additional information from the student, parents, and teachers.
Consultant seeks additional resources to understand the nature of the vision loss and its educational impact and shares the information with those directly involved.
Consultant understands the impact of additional disabilities in conjunction with vision loss and shares the information with those directly involved.

3. Assists parents, LEAs, B-3, and others by providing information, resources, and training.

Not Met (0 Points)

Resources recommended are generic rather than geared to the individual student needs.
Consultant does not have materials readily available.
Consultant doesn't provide information/resources in a timely manner.
Consultant doesn't share expertise with others on the team.
Consultant makes no mention of the school or any other programs or services.
Consultant pushes the SDSBVI programs and services regardless of the feelings of parents or schools.

Met (1 Point)

Resources recommended are well correlated to the needs of the student.
Consultant thoughtfully selects information for parents and teachers.
Consultant provides information within two weeks of the request.
Consultant provides training upon request.
Consultant provides appropriate and accurate information about the school and its services.
Consultant neither pushes nor avoids discussion of the school, its programs, and services.

Exceeded (2 Points)

Consultant seeks information from a wide variety of sources to match student needs.
Consultant anticipates needs and brings information on the visit.
Consultant provides information within a week of the request or contacts the individual to explain the delay.
Consultant initiates training for various groups.
Consultant uses various ways to provide information, such as the Pioneer, Consultants' Corner newsletter, website, Facebook, Pinterest, etc.
Consultant understands the appropriate timing for presenting information.

4. Reinforces the importance of the Expanded Core Curriculum, including communication skills, Braille, orientation and mobility, daily living skills, assistive technology, social skills, visual efficiency, recreation and leisure, self-advocacy and career education.

Not Met (0 Points)

Consultant does not understand the importance of the Expanded Core Curriculum.
Consultant doesn't consistently provide an example of appropriate techniques.
Consultant is not familiar with current best practices in the ECC.

Met (1 Point)

Consultant understands the importance of mastery of the Expanded Core Curriculum.
Consultant demonstrates appropriate techniques and skills of blindness.
Consultant stays current with advances in teaching the ECC.

Exceeded (2 Points)

Consultant actively promotes the importance of the Expanded Core Curriculum.
Consultant models the use of skills of blindness as they work with parents and teachers.
Consultant seeks additional information and techniques for teaching the skills of blindness.

5. Uses time productively.

Not met (0 Points)

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

Met (1 Point)

Consultant meets contractual time responsibilities without supervision.
Consultant is typically "in place" and "on task".
Consultant'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.
Consultant turns in monthly calendars and accurate time analysis within established timeframe.
Consultant saves all required receipts.
Consultant turns in complete and accurate travel reimbursement forms within 60 days of travel.

Exceeded (2 Points)

Consultant consistently demonstrates willingness to make student needs a priority.
Consultant consistently makes good use of time.
Consultant prioritizes tasks for maximum student benefit.
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.
Consultant always turns in monthly calendars and accurate time analysis within established timeframe.
Consultant saves all required receipts.
Consultant turns in complete and accurate travel reimbursement forms within 30 days of travel.

6. 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.
Consultant devises ways to efficiently move and store equipment and materials.
Consultant follows up on items loaned to insure their return.

7. Maintains student files.

Not Met (0 Points)

No authorization for service (IFSP/IEP, etc. or eye reports) are on file.
Information is not properly filed to be accessible.
Consultant 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)

IFSP/IEP, eye reports and comprehensive evaluations are on file.
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)

All files contain current IFSP/IEP, eye reports, and last comprehensive evaluation.
Consultant 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.

8. Maintains Database and Caseload Statistics.

Not Met (0 Points)

Master list information is not kept current and accurate.
Caseload statistics are not kept current and accurate.
Information is sometimes missing.

Met (1 Point)

Master list is updated at regular intervals.
Caseload statistics are updated.
Information is usually provided by established deadlines.

Exceeded (2 Points)

Master list is updated when new information is received.
Caseload statistics are updated and provided to supervisor by due date.
Information is always provided by established deadlines.

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

Not Met (0 Points)

Consultant engages in inappropriate or negative comments, gestures, or body language aimed at others.
Consultant doesn't really listen to other people.
Consultant isn't concerned with others' needs.
Consultant is unwilling to modify their approach or stand.
Consultant is sometimes rude or defensive.
Consultant is unaware of cultural differences.

Met (1 Point)

Consultant speaks respectfully of others at all times.
Consultant listens carefully to others without interruption.
Consultant works to build positive working relationships.
Consultant is willing to consider others' ideas.
Consultant is able to discuss issues calmly.
Consultant is aware of cultural differences.

Exceeded (2 Points)

Consultant focuses on the positive in all interactions.
Consultant incorporates student ideas and interests into classroom discussion and activities.
Consultant supports students, parents and professionals.
Consultant gives thoughtful consideration to others' ideas.
Consultant initiates discussions and seeks cooperative solutions
Consultant focuses on the strengths of various cultures and understands the implications in any given situation.

10. Maintains a positive and supportive attitude.

Not Met (0 Points)

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

Met (1 Point)

Consultant is pleasant to colleagues, students, and parents.
Consultant will offer assistance when needed.
Consultant confines remarks to those that are helpful and positive.
Consultant speaks respectfully of others.
Consultant understands and uses existing means to resolve problems and is pro-active in creating good working conditions for everyone.

Exceeded (2 Points)

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

II. Professional Growth and Development

1. Continues efforts toward professional improvement such as classes, conferences, workshops, etc.

Not Met (0 Points)

Consultant demonstrates little interest in professional development.
Consultant does not have a clear personal/professional development plan or is not making satisfactory progress in meeting timelines.
Consultant does little pertinent reading.
Consultant seldom provides input into professional development for the school as a whole.

Met (1 Point)

Consultant actively participates in school sponsored professional development.
Consultant takes required courses/CEUs for re-certification.
Consultant has a specific goal sheet with timelines for completion.
Consultant is making steady progress toward meeting goals.
Consultant stays current in the field through reading journals, using Internet resources, etc. and shares information with colleagues as appropriate.
Consultant offers suggestions for school-wide professional development.
Consultant maintains certifications.

Exceeded (2 Points)

Consultant implements what they have learned into the classroom to provide direct benefit to students.
Consultant takes additional college courses, CEUs, workshops or otherwise seeks additional knowledge pertinent to their teaching assignment.
Consultant has an ambitious personal development plan with timelines.
Consultant takes advantage of opportunities for professional growth and development both school sponsored and on their own initiative.
Consultant pursues knowledge in K-12 education, special education, and education of children who are blind.
Consultant develops professional contacts as an ongoing resource to stay current with the promising practices in the field.
Consultant plays an active role in overall staff development for the school.
Consultant seeks additional certification.

2. Shares and seeks knowledge willingly.

Not Met (0 Points)

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

Met (1 Point)

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

Exceeded (2 Points)

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

III. Service to the School Community

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

Not Met (0 Points)

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

Met (1 Point)

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

Exceeded (2 Points)

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

2. Participates in program improvement and additional projects.

Not Met (0 Points)

Consultant shows little interest in assisting with program planning.
Consultant shows little interest in assisting with program evaluation.
Consultant participates only when specifically assigned.
Consultant contribution is minimal; may miss meetings.
Consultant is unwilling to take on any additional responsibilities when requested.
Consultant assumes responsibility for additional projects, but does not complete them.

Met (1 Point)

Consultant assists with program planning.
Consultant assists with program evaluation.
Consultant participates in at least two committees, activities, etc for program improvement.
Consultant contributes to work of the group.
Consultant considers the effort and resources involved and requests assistance if needed.
Consultant completes any additional projects he/she has accepted.

Exceeded (2 Points)

Consultant is actively involved in program planning.
Consultant is actively involved in program evaluation.
Consultant participates in more than two committees, activities, etc. for program improvement.
Consultant is an energetic and creative participant.
Consultant accepts responsibility for projects to which he/she has committed.
Consultant does an excellent job with projects he/she has accepted.