



Outreach 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 and shares recommendations for children with hearing loss. ____Points

Not Met (0 Points)

Consultant is not familiar with hearing loss and classroom interventions.
Recommendations are confusing for a layperson.
Recommendations are standard and not properly individualized.
Little thought is given to the learning environment
There is little or no follow up to find out if recommendations worked.

Met (1 Point)

Consultant understands the impact of hearing loss and shares appropriate strategies.
Recommendations are free of jargon and easy to understand.
Recommendations are appropriate for individual students.
Recommendations are well matched to learning environment
Consultant follows up to determine if recommendations were useful.

Exceeded (2 Points)

Consultant understands the impact of hearing loss and demonstrates best practices.
Recommendations are appropriate for individual and are based on informed professional judgment.
Recommendations are clear and sufficiently detailed to convey understanding.
Recommendations enhance the learning environment.
Consultant follows up to determine usefulness of recommendations and makes modifications as needed.

2. Provides for unique needs of student’s abilities and learning styles. ____Points

Not Met (0 Points)

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

Met (1 Point)

Consultant is familiar with the needs of each student on their caseload.
Consultant understands the nature of the hearing loss and its educational impact.
Consultant understands the impact of additional disabilities in conjunction with hearing loss.
Consultant keeps records well organized and accessible for reference.

Exceeded (2 Points)

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

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

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 bring appropriate materials to the visit.
Consultant doesn't provide information/resources in a timely manner.
Consultant doesn't share expertise with others on the team.

Met (1 Point)

Resources recommended are well correlated to the needs of the student.
Consultant thoughtfully selects information for parents and teachers.
Consultant brings appropriate materials to demonstrate.
Consultant provides information within two weeks of the request.
Consultant provides training upon request.

Exceeded (2 Points)

Consultant seeks information from a wide variety of sources to match student needs.
Consultant selects appropriate materials for each visit and has them readily available.
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.

4. Attends to professional responsibilities such as attending IEP, IFSP and 504 meetings, evaluations, and other student related activities. _____Points

Not Met (0 Points)

Consultant habitually does not meet deadlines for submitting evaluation reports, IEP information, etc.
Consultant doesn't make an effort to attend IFSP/IEP/504 meetings.
Consultant regularly does not follow through with commitments.

Met (1 Point)

Consultant generally meets deadlines for submitting materials.
Consultant attends 90% of ISFP/IEP/504 meetings (barring circumstances beyond their control).
Consultant generally follows through with commitments.

Exceeded (2 Points)

Consultant consistently meets deadlines for submitting materials.
Consultant attends more than 90% of the IFSP/IEP/504 meetings (barring circumstances beyond their control).
Consultant consistently follows through with commitments.

5. Represents SDSD in a professional manner. _____Points

Not Met (0 Points)

Consultant makes no mention of the school or any other programs or services.
Consultant pushes the SDSD programs and services regardless of the feelings of parents or schools.
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 insensitive to cultural differences.

Met (1 Points)

Consultant provides appropriate and accurate information about the school and its services.
Consultant shares appropriate information about SDSD, its programs, and services.
Consultant speaks respectfully of others at all times.
Consultant listens carefully to others without interruption.
Consultant works to build positive working relationships.
Consultant is aware of and sensitive to cultural differences.

Exceeded (2 Points)

Consultant uses various ways to provide information.
Consultant understands the appropriate timing for presenting information.
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 focuses on the strengths of various cultures and understands the implications in any given situation.

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

Not Met (0 Points)

Consultant doesn't really listen well to others.
Consultant is unwilling to modify their approach or stand.
Consultant is sometimes rude or defensive.

Met (1 Point)

Consultant listens to others.
Consultant is willing to consider others' ideas.
Consultant is able to discuss issues calmly.

Exceeded (2 Points)

Consultant seeks others' opinions.
Consultant gives thoughtful consideration to others' ideas.
Consultant initiates discussions and seeks cooperative solutions.

7. Uses time productively. _____Points

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, IEPs, 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 accurate time analysis.

Met (1 Point)

Consultant meets contractual time responsibilities without detailed 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 time analysis within established timeframe.

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.
Consultant 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.
Consultant always turns in accurate time analysis within established time frame.

8. Demonstrates care and respect for materials and equipment. _____Points

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.

9. Maintains student files. _____Points

Not Met (0 Points)

No authorization for service (IFSP/IEP/504) is on file.
Audiograms are not current.
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.
Masterlist information is not kept up to date.

Met (1 Point)

Current IFSP/IEP/504, audiology reports, and multidisciplinary evaluations are on file.
FERPA documents are obtained from parents.
Audiograms are current and replaced when superseded.
Information is organized and accessible.
Items are kept in a safe and confidential place.
No items are released without proper signatures from parents or student.
Masterlist information is regularly provided.

Exceeded (2 Points)

All files contain current IFSP/IEP/504, audiology reports, and last multidisciplinary evaluation.
FERPA documents are completed in advance.
Audiograms are always current.
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.
Masterlist information is provided when changes occur.

10. Submits all travel related expense reports. _____Points

Not Met (0 Points)

Consultant does not keep required receipts.
Consultant is inconsistent in sending the reimbursement form to the school.
Consultant does not provide accurate information.

Met (1 Point)

Consultant saves all required receipts.
Consultant turns in complete and accurate travel reimbursement forms monthly.
Consultant provides accurate information.

Exceeded (2 Points)

Consultant saves all required receipts.
Consultant turns in complete and accurate travel reimbursement forms on or before the 15th of the month.
Consultant always provides accurate information.

II. Professional Growth and Development

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

Not Met (0 Points)

Consultant demonstrates little interest in professional development.
Consultant does not have clear personal/professional development goals 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 specific written personal/professional development goals 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.

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 ambitious personal development goals 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.

2. Maintains all required state and national certifications. _____Points

Not Met (0 Points)

- Must be reminded to renew certification
- State teacher certification lapses
- Insufficient effort is made to meet criterion for renewal.

Met (1 Point)

- State teaching certification with appropriate endorsement is maintained.
- Consultant monitors progress on renewal requirements.
- Consultant completes paperwork in a timely manner.
- Consultant provides copies to HR upon request.

Exceeded (2 Points)

- State teaching certification with appropriate endorsement is maintained.
- Consultant has a specific plan for meeting renewal requirements.
- Consultant completes paperwork in advance.
- Consultant provides copies to HR when they are received.

3. Shares and seeks knowledge willingly. _____Points

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 CEC-DCDD, ASHA, NAEYC, or other professional organizations 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 CEC-DCDD, ASHA, NAEYC.
- Consultant submits articles to journals or makes presentations at conferences/workshops.

III. Service to the SDDS Community

1. Maintains a positive and supportive attitude among colleagues. _____Points

Not Met (0 Points)

Consultant is often unpleasant to colleagues.
Consultant doesn't offer assistance to fellow consultants or other staff.
Consultant doesn't become involved in the life of the school.
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.
Consultant will offer assistance when needed.
Consultant is active in the life of the school by participating on committees or otherwise assisting the overall effort.
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 proactive in creating good working conditions for everyone.

Exceeded (2 Points)

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

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

Not Met (0 Points)

Consultant does not consider the relationship of outreach program to SDDS's mission.
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 SDDS's mission.
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 SDDS'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.

3. Participates in program improvement. _____Points

Not Met (0 Points)

Consultant shows little interest in assisting with program planning and evaluation.
Consultant participates only when specifically assigned.
Consultant contribution is minimal.
May miss outreach team meetings without cause.

Met (1 Point)

Consultant assists with program planning and evaluation.
Consultant contributes to the work of the outreach team.
Takes part in outreach team meetings.

Exceeded (2 Points)

Consultant is actively involved in program planning.
Consultant is actively involved in program evaluation.
Consultant is an energetic and creative participant in the outreach team.

4. Assumes responsibility for additional projects/activities. _____Points

Not Met (0 Points)

Consultant defines position very narrowly and doesn't volunteer for additional projects.
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 accepts responsibility for some new projects.
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 commits only to those projects he/she feels he/she has the time and resources to complete.
Consultant seeks resources to allow projects to go forward.
Consultant accepts responsibility for projects to which he/she has committed.
Consultant does an excellent job with projects he/she has accepted.