

New Bedford Public Schools
Speech and Language Therapy Assistants / Occupational Therapy Assistants
Evaluation Report

Name: _____

Building(s): _____

Date: _____

Position: _____

Supervisor: _____

Review Date: _____

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

****Ratings should be supported with comments.****

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their supervising SLP/OT or immediate supervisor.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Demonstrates an interest in learning; keeps current in the field (i.e. participates in ongoing professional development).				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.				
7.	Maintains professional licensure required for employment				
8.	Complies with state regulations regarding roles and responsibilities of a SLP-A/COTA				

Comments:

Technical and Intervention Skills		4.	3.	2.	1.	N/A
1.	Follows protocols developed by supervising SLP/OT during therapy sessions.					
2.	Uses appropriate materials and tools based on IEP goals and plan established by supervising SLP/OT.					
3.	Uses materials that are age and culturally appropriate.					
4.	Prepares the therapy setting to meet the needs of the student.					
5.	Uses materials that are motivating.					
6.	Accurately determines correct versus incorrect responses.					
7.	Provides appropriate feedback as to the response accuracy.					
8.	Collects and prepares data on target IEP goals to track progress.					
9.	Provides appropriate documentation of sessions to supervising SLP/OT.					
10.	Demonstrates depth of knowledge in performing the job.					
11.	Understands, applies, and adheres to District, school/departmental, and licensure policies, procedures, and rules.					
12.	Assists SLP/OT during assessments exclusive of administration and/or interpretation.					
13.	Prepares progress notes as directed by the supervising SLP/OT.					
14.	Prepares all necessary documents for Medicaid billing under the direction of the supervising SLP/OT.					

Comments:

Professional Qualities during Therapy Sessions		4.	3.	2.	1.
1.	Begins and ends all therapy sessions within designated times.				
2.	Is prepared for all therapy sessions.				
3.	Recognizes and stays within professional boundaries during the therapy session.				
4.	Provides appropriate reinforcement during therapy sessions to maintain student motivation and engagement.				

Comments:

Interpersonal Skills and Communication Effectiveness		4.	3.	2.	1.
1.	Maintains appropriate relationship with student.				
2.	Demonstrates appropriate level of self-confidence.				
3.	Considers the student's cultural/linguistic needs.				
4.	Uses language appropriate for the student's age, developmental level, and education.				
5.	Is courteous and respectful at all times.				
6.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
7.	Applies appropriate style, spelling, grammar, and punctuation to written documents accurately.				
8.	Practices exceptional telephone and e-mail etiquette.				
9.	Demonstrates active listening skills.				
10.	Provides information regarding a student's current level of performance professionally to parents and students within the protocols established by the supervising SLP/OT.				

Comments:

Technology and Equipment Proficiency		4.	3.	2.	1.	N/A
1.	Exhibits adequate knowledge of applicable software systems.					
2.	Applies technology to maximize job performance and perform job responsibilities.					
3.	Exhibits proficiency with function of necessary equipment and technology to meet the needs of the students					
4.	Is able to trouble shoot equipment and seek assistance when necessary to perform job duties.					
5.	Prepares, programs, and provides instruction in the use of high- and low- tech augmentative and alternative communication (<i>SLPA only</i>)					
6.	Prepares, programs, and provides instruction in the use of assistive technology devices.					

Comments:

Teamwork and Collaboration		4.	3.	2.	1.
1.	Treats all persons with respect and civility				
2.	Accepts assigned responsibilities and follows up with supervising SLP/OT to ensure success.				
3.	Values diversity and resolves conflict professionally.				
4.	Develops and maintains professional relationships.				
5.	Maintains high standards and quality of work sharing knowledge / experience freely with others.				
6.	Demonstrates problem solving and decision-making skills.				

Comments:

<u>Professional Appraisal Summary</u>	4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does Not Meet Standard
Job Initiative and Professionalism				
Technical and Intervention Skills				
Professional Qualities during Therapy Sessions				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

☐ Does Not Meet ☐ Needs Improvement ☐ Meets ☐ Exceeds

Supervisor's Signature

Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attach additional comments.

Employee's Signature

Date

