

STOCKTON UNIFIED SCHOOL DISTRICT
EVALUATION FORM
STUDENT ASSISTANCE PROGRAM (SAP) CHAIRPERSON

Name: Site:

Pre Evaluation Conference Date: _____ Mid Year Evaluation Date: _____ Final Evaluation Date: _____

SAP Chairpersons provide a range of services to students, parents, teachers, administrators and other school personnel, student's families and regional agencies which support the educational process. The intent of these services is to facilitate the learning process for students.

Rating Criteria:

- | | | |
|----|--|---------------------|
| 4. | Experienced practice that Exemplifies the Standard | (Commendable) |
| 3. | Maturing Beginning Practice | (Satisfactory) |
| 2. | Developing Beginning Practice | (Needs Improvement) |
| 1. | Practice Not Consistent with Standard Expectations | (Unsatisfactory) |

	4	3	2	1
I. KNOWLEDGE				
1. Organizational leadership strategies/techniques.				
2. The development of a comprehensive school counseling guidance program based on state and national models (ASCA).				
3. Laws relating to minors specific to confidentiality, record keeping, discipline and mental health services.				
4. Best practices in program development of prevention, early intervention and social emotional learning.				
5. School and community resources and collaborative strategies.				
6. Evaluation and reporting of programs and services.				
7. A good working knowledge of computer systems such as Student Information Systems, Excel, Word, Outlook and Power Point.				
II. PROGRAM				
1. Best practices in the development of comprehensive counseling and guidance programs.				
2. Best practices in the development of positive behavior intervention and supports school wide, classroom and individual level.				
3. Best practices in the development of programs for positive youth development activities and peer leadership/mentoring/counseling.				
4. Best practices in the development in social emotional learning programs and strategies in managing grief, anger and conflict.				
5. Best practices in the development of comprehensive student support programs for screening, referral and early intervention.				
6. Assists in the development, coordination, monitoring, evaluation and reporting on grant projects under the departments'.				
III. COMMUNICATION				
1. Communicates clearly and succinctly, both orally and in writing.				
2. Facilitates the relaying of up to date information to site staff regarding programs, services, activities and legislative changes.				
3. Relays pertinent information to district departments and schools and guidance staff.				
IV. SUPPORT				
1. Facilitates staff development in the areas of guidance counseling, positive behavioral supports and socio-emotional development.				
2. Consults staff on laws, policies, procedures and best practices related to student support, prevention and intervention services.				

	4	3	2	1
3. Assists with the development of grant projects related to guidance, prevention and youth development.				
4. Serves on the district level emergency crisis management response team.				
V. WORK HABITS/RELATIONSHIPS				
1. Establishes and maintains collaborative working relationships with a large variety of constituents.				
2. Ability to plan and organize strategically and establish priorities.				
3. Work independently and make decisions within established guidelines, policies and laws.				
VI. RESEARCH				
1. Maintains up to date knowledge of best practices in programs related to guidance, prevention and youth development.				
2. Maintains up to date knowledge of funding opportunities related to guidance, prevention and youth development.				
VII. PROFESSIONAL GROWTH				
1. Participates in activities that promote professional growth.				
VIII. OTHER				
1. Performs adjunct duties by mutual agreement as prescribed in Article 6.1.1 (c) of the collective bargaining agreement.				

EVALUATOR'S
COMMENTS:

FINAL EVALUATION RATING

Commendable

Satisfactory

Needs Improvement

Unsatisfactory

EVALUATOR'S RECOMMENDATION

I recommend this SAP Chairperson for continued employment in their present position.

I recommend a probationary period to improve performance for this SAP Chairperson position. An improvement plan is attached.

SELF
IMPROVEMENT
GOALS:

The evaluation and assessment of the performance of each certificated unit employee shall be made on a continuing basis as follows:

- (a) Once each school year for temporary/probationary personnel
- (b) Every other year for personnel with permanent status not meeting the criteria below
- (c) Every five (5) year for personnel who have been employed at least ten (10) years with the district and whose most recent previous evaluation rated the employee as 'Satisfactory' or 'Commendable'. The certificated employee or the evaluator may withdraw consent at any time.

Evaluator's Signature

Date

SAP Chairperson Signature

Date