



Outreach Consultant Performance Document

Name: _____ Date: _____

Areas Served _____

Dates/Times of Formal Observations _____

Evaluator: _____

General Sources of Information for all areas of Evaluation/Observation: preconference, observations, professional meetings, professional development plan, goal sheets, student files, contact reports, feedback from parents and LEAs, post-evaluation conferences, etc.

<u>Standards</u>	<u>Possible Points</u>	<u>Points Earned</u>
Performance	20	_____
Professional Growth and Development	6	_____
Service to the SDSD Community	8	_____

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 the detailed performance document.

I. Performance	Points
1. Develops and shares recommendations for children with hearing loss.	
2. Provides for unique needs of student’s abilities and learning styles.	
3. Assists parents, LEAs, B-3, and others by providing information and resources.	

4. Attends to professional responsibilities such as attending IEP, IFSP and 504 meetings, evaluations, and other student related activities.	
5. Represents SDSD in a professional manner.	
6. Responds to feedback from students, parents, LEAs, and other professionals.	
7. Uses time productively.	
8. Demonstrates care and respect for materials and equipment.	
9. Maintains student files.	
10. Submits all travel related expense reports.	
Performance Total Points	

II. Professional Growth and Development	Points
1. Continues efforts toward professional improvement, such as classes, conferences, workshops, etc.	
2. Maintains all required state and national certifications.	
3. Shares and seeks knowledge willingly.	
Professional Development Total Points	

III. Service to the SDDS Community	Points
1. Maintains a positive and supportive attitude among colleagues.	
2. Cooperates with colleagues in continuous staff efforts to improve the total outreach program.	
3. Participates in program improvement.	
4. Assumes responsibility for additional projects/activities.	
Service to the SDDS Community Total Points	

