



CLASSIFIED MANAGEMENT SUMMARY EVALUATION - OCCUPATIONAL THERAPIST

Name:	Site/Location:
Position:	School Year:
Status (check one) <input type="checkbox"/> Permanent <input type="checkbox"/> Probationary	

<p>Job Skills & Knowledge: Demonstrates proficiency of essential functions as outlined in the job description; maintains current knowledge of legislative, political, social, societal, and reimbursement issues that affect students and the practice of occupational therapy; knowledgeable about evidence-based research related to OT practices; incorporates feedback and training regularly to enhance job performance.</p>	<p>Job Skills & Knowledge:</p> <p><input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory</p>
<p>Evaluations: Completes occupational therapy evaluations using appropriate methods; analyzes and interprets data in accordance with federal and state law; presents information to parents and team clearly; compiles information into an assessment report; completes assessments within legal timelines.</p>	<p>Evaluations:</p> <p><input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory</p>
<p>Therapy: Implements occupational therapy intervention based on evaluation, student goals, best available evidence, and professional and clinical reasoning; selects appropriate interventions.</p>	<p>Therapy:</p> <p><input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory</p>
<p>Communication: Engages and actively listens to all contributors; retains, relays and effectively presents clear information in written, verbal, and non-verbal forms; communicates professionally when using various types of District communication tools; communicates clearly and professionally with students, colleagues, parents, and supervisor(s).</p>	<p>Communication:</p> <p><input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory</p>

<p>Documentation: Maintains appropriate documentation, including data collection and logging billing information (Paradigm); maintains confidentiality of student records.</p>	<p>Documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory
<p>Problem Solving: Demonstrates the ability to identify problems and develop solutions in a timely and efficient manner; assists in the identification and implementation of solutions to job-related issues; utilizes various strategies to resolve identified problems; communicates with appropriate people when needing support or help solving a problem.</p>	<p>Problem Solving:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory
<p>Working Relationships: Builds professional rapport with colleagues, supervisors, District staff and all other community members; confers with others in a professional and productive manner; is receptive to feedback from others.</p>	<p>Working Relationships:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory
<p>Professional Work Habits: Maintains professional standards of dress and grooming; presents an image consistent with their job responsibilities and assignment; dresses and grooms in a manner that is conducive to the health and/or safety of themselves and/or others.</p>	<p>Professional Work Habits:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory
<p>Attendance and Punctuality: Arrives to work on time; implements therapy sessions regularly per student therapy schedules; attends required meetings (IEP meetings, department meetings, etc.); communicates in a timely manner if unable to attend; adheres to and completes assigned work on schedule; uses available and permissible leaves in an appropriate manner; enters absences in Frontline and communicates with sites/supervisor(s)/sped administrative secretary when out.</p>	<p>Attendance and Punctuality:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Partially Meets Expectations <input type="checkbox"/> Unsatisfactory

EVALUATOR SUMMARY

OVERALL ASSESSMENT

- Exceeds Expectations
- Meets Expectations
- Partially Meets Expectations
- Unsatisfactory

*Signature of Evaluatee:

Date:

Signature of Evaluator:

Date:

*The evaluatee's signature on this evaluation does not necessarily imply agreement. If the evaluatee disagrees with the above evaluation, they may submit a written statement and submit it to Human Resources within ten (10) business days from receipt of the evaluation. The evaluatee's statement will be attached to the Performance Evaluation and placed in their personnel file.