

PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

		90 – 100% Almost all of the time Exceeds Expectation (x5)	80 – 89% Most of the time Proficient (x3)	50 – 79% Some of the time Below Expectation (x2)	50% or Below Less than half time Unsatisfactory (x0)
1.	Complies with federal, state and local mandates in the development of an Individual Transition Plan for all special education students at the appropriate age.	1. _____	1. _____	1. _____	1. _____
2.	Plans and coordinates transition efforts for individuals to include goals, objectives, and strategies for individual success.	2. _____ 3. _____	2. _____ 3. _____	2. _____ 3. _____	2. _____ 3. _____
3.	Collects and coordinates appropriate students' personal and assessment data for ITP planning.	4. _____	4. _____	4. _____	4. _____
4.	Identifies and assists with school and community resources and services.	5. _____	5. _____	5. _____	5. _____
5.	Investigates work opportunities in the community and serves as staff trainer when necessary.				
6.	Adheres to Professional Code of Ethics.	6. _____	6. _____	6. _____	6. _____
7.	Demonstrates an interest in professional growth.	7. _____	7. _____	7. _____	7. _____
SUBTOTAL					

AREAS TO ADDRESS:

TOTAL

Pink: Transition Specialist

Name: _____ Appraiser: _____ Date: _____ Campus/Department: _____

Social Security #: _____

PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

Domain II: Attitudes, Cooperation, and other Duties

	90 – 100% Almost all of the time Exceeds Expectation (x5)	80 – 89% Most of the time Proficient (x3)	50 – 79% Some of the time Below Expectation (x2)	50% or Below Less than half time Unsatisfactory (x0)	
8. Displays a positive professional attitude when working with teachers, staff, and administrative personnel.	8. _____	8. _____	8. _____	8. _____	
9. Accepts suggestions for improvement in a professional manner, and is willing to adapt and to change.	9. _____	9. _____	9. _____	9. _____	
10. Maintains punctuality.	10. _____	10. _____	10. _____	10. _____	
11. Makes proper use of assigned time.	11. _____	11. _____	11. _____	11. _____	
12. Follows board policies, administrative regulations, and departmental directives.	12. _____	12. _____	12. _____	12. _____	
13. Assumes responsibility for extra duties as assigned.	13. _____	13. _____	13. _____	13. _____	
					TOTAL
SUBTOTAL					

COMMENTS: (If score is a perfect 30 or all zeros, please give rationale)

STRENGTHS:

AREAS TO ADDRESS:

White: Human Resources

Yellow: Evaluator

Pink: Transition Specialist

Social Security #:

Domain III: Professional Techniques

COMMENTS: (If score is a perfect 20 or all zeros, please give rationale)

STRENGTHS:	AREAS TO ADDRESS:

Pink: Transition Specialist

	90 – 100% Almost all of the time Exceeds Expectation (x5)	80 – 89% Most of the time Proficient (x3)	50 – 79% Some of the time Below Expectation (x2)	50% or Below Less than half time Unsatisfactory (x0)
18. Identifies local barriers to effective programs and services and assists in planning ways to overcome them.	18. _____	18. _____	18. _____	18. _____
19. Participates effectively in ITP meetings by meeting the following criteria: a. Interpreting data clearly to parent(s) and to school personnel. b. Making recommendations for each student's ITP based upon identified strengths and weaknesses. c. Collaborating with appropriate persons for the implementation of projects to enhance local transition initiatives. d. Advocating for young adults so that they and their families know that transition is a process that supports them.	19. _____	19. _____	19. _____	19. _____
20. Plans ways for schools, adult service agencies and businesses to improve exiting transition services that expand employment and community options for students with disabilities.	20. _____	20. _____	20. _____	20. _____
21. Serves as liaison between student, parents, business community, and local agencies to bring about successful transition.	21. _____	21. _____	21. _____	21. _____
22. Works appropriately with students to implement the ITP.	22. _____	22. _____	22. _____	22. _____

STRENGTHS: | **AREAS TO ADDRESS:**

TOTAL**SUBTOTAL**

White: Human Resources Yellow: Evaluator Pink: Transition Specialist

Name: _____ Appraiser: _____ Date: _____ Campus/Department: _____

Social Security #: _____

PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

Domain V: Community Relations

	90 – 100% Almost all of the time Exceeds Expectation (x5)	80 – 89% Most of the time Proficient (x3)	50 – 79% Some of the time Below Expectation (x2)	50% or Below Less than half time Unsatisfactory (x0)	
23. Utilizes sound judgment in making recommendations regarding handicapped students.	23. _____	23. _____	23. _____	23. _____	
24. Maintains a positive and continuous collaboration with community leaders, service providers, and schools in planning and disseminating information about transition issues.	24. _____	24. _____	24. _____	24. _____	
25. Collaborates with appropriate state agencies in sharing information and planning for the provision of interagency services.	25. _____	25. _____	25. _____	25. _____	
					TOTAL
SUBTOTAL					

COMMENTS: (If score is a perfect 15 or all zeros, please give rationale)

STRENGTHS:

AREAS TO ADDRESS:

White: Human Resources

Yellow: Evaluator

Pink: Transition Specialist