



West Bend School District's

**SOCIAL WORK FORMATIVE EVALUATION FORM**  
(Aligned to Pupil Services Standards)

Name \_\_\_\_\_

Date of Conference \_\_\_\_\_

Evaluator \_\_\_\_\_

School Year \_\_\_\_\_

School(s) \_\_\_\_\_

Present Contract Status: (check one) ☐ Probationary ☐ Veteran ☐ Special

**PERFORMANCE BEHAVIORS**

<b><i>Social Work Skills</i></b>	<b>Meets/Exceeds Standards</b>	<b>Does Not Meet Standards</b>	<b>Comments</b>
A. Assists parents in learning and applying parenting skills that enhance student's education (i.e. organizing homework, teaching responsibility, setting a bedtime conducive to learning). (PSS 6)			
B. Applies knowledge of social systems and human behavior to identify student and family strengths and weaknesses, and develops plans to both support the strengths and address the weaknesses. (PSS 2 & 3)			
C. Collects and records pertinent psycho-social-cultural information in a well-organized fashion and presents information at IEP/504 meetings. (PSS 3)			
D. Forms appropriate judgments based on pertinent data/research and implements a plan on a practical level. (PSS 3)			
E. Effectively uses school and community resources. (PSS 7)			
F. Provides (or arranges for area agency personnel to provide) in-services on child protective services and social emotional topics effecting student's learning at administrative request. (PSS 7)			
G. Provides individual, small group, or family counseling as needed to improve or support student's school functioning. (PSS 7)			
H. Attends and contributes to effective conferences with teachers, parents, and administrators. (PSS 2 & 7)			
I. Attends at risk/consultation meetings at the elementary level, upon request, at the middle and high school level. (PSS 2 & 6)			
J. Coordinates protective service referrals, maintains accurate records and reports as per board policy #5901.1. (PSS 6)			
K. Assists students to identify and learn about coping and social skills in order to improve their ability to concentrate on academics: (PSS 7) Page 1 of 2 anger management - social skills/personal communication - problem solving - understanding of family dynamics - understanding/coping with ADD, ADHD, Alcohol and Drug Abuse - mental health issues of the child or other family members			

<b>Social Work Skills</b> (cont.)	<b>Meets/Exceeds Standards</b>	<b>Does Not Meet Standards</b>	<b>Comments</b>
L. Assists parents to identify and learn about the following areas in order to support their child's education and learning, such as: (PSS 7) <ul style="list-style-type: none"> <li>- accepting their child's disability</li> <li>- improving parenting skills'</li> <li>- understanding the IEP process and their role in it</li> <li>- providing connections to necessary resources for their child to be successful in school (i.e. school supplies, food, shelter, etc.)</li> <li>- truancy prevention methods</li> <li>- completing school required forms at administrators request (i.e. getting birth certificates and reduced lunch forms after 2 or more attempts have been made by administrative assistants)</li> <li>- understanding their child's school adjustment and school goals</li> <li>- working with their child on relationship issues</li> </ul>			
M. Serves as a liaison between school, home, and community agency, such as: (PSS 5) <ul style="list-style-type: none"> <li>- Helping to understand a child's educational, social, and emotional problems through the provision of information about home conditions and social environment.</li> <li>- consulting on managing student behaviors</li> </ul>			
N. Provides crisis intervention services. (PSS 7)			
O. Facilitates 504 process at the high school for medically related handicapping conditions. (PSS 2)			
P. Works as a member of a team to assess for ADHD, CD, OI, VI, SLD, EBD, Autism, TBI, OHI, SDD, or any other area of impairment. (PSS 2 & 5)			
Q. Assists students to complete their education by facilitating homebound instruction as necessary. (PSS 2 & 5)			
R. Observes students in the classroom setting as necessary for assessment, consultation, and providing services. (PSS 2)			
S. Conducts home visits when necessary and/or directed. (PSS 2 & 7)			

## **PROFESSIONAL BEHAVIORS**

<b>General</b>	<b>Meets/Exceeds Standards</b>	<b>Does Not Meet Standards</b>	<b>Comments</b>
A. Adheres to district policies, departmental and school rules and regulations. (PSS 5)			
B. Adheres to state and federal rules and regulations pertaining to special education and pupil personnel services. (PSS 5)			
C. Improves competencies as a social worker through professional study, participation in conferences in service, professional reading, committee work and travel. (PSS 3)			

<b>Professional Characteristics</b> - Shows evidence of the following characteristics in job performance:	<b>Meets/Exceeds Standards</b>	<b>Does Not Meet Standards</b>	<b>Comments</b>
A. Responds to and follows up on referrals. (PSS 2)			
B. Provides leadership as necessary. (PSS 4)			
C. Maintains knowledge of school and community resources and effectively connects school staff, families, and students with appropriate resources. (PSS 7)			
D. Demonstrates knowledge of teaching, learning process, and the environment by making appropriate recommendations and relating effectively to instructional staff. (PSS 1)			
E. Organizes and plans assignments and services provided for students, teachers, and parents. (PSS 7)			
F. Uses varied approaches to social work problem solving based on appropriate theory and knowledge. (PSS 6)			
G. Accepts other points of view. (PSS 7)			
H. Communicates orally. (PSS 7)			
I. Expresses self in writing. (PSS 4)			
J. Meets local, state, and national guidelines and expectations for professional school social workers ethical and legal responsibilities. (PSS 4)			
<b>Interpersonal Relationships and Communication</b> Provides consultation services and communicates effectively with:			
A. School staff (PSS 6 & 7)			
B. Community Agency staff (PSS 6 & 7)			
C. Students and families (PSS 6 & 7)			

**KEY:**

**Meets/Exceeds Standards:** Clear or partial evidence of necessary behaviors was observed.

**Does Not Meet Standards:** Little or no evidence of necessary behaviors was observed.

<p><b>Staff Member's Signature</b> _____</p> <p>(My signature is only an acknowledgement that I have read this form)</p>	<p><b>Date</b> _____</p>	<p><b>Administrator's Signature</b> _____</p>	<p><b>Date</b> _____</p>
--	--------------------------	---	--------------------------

White: Administrator

Yellow: Staff Member Copy

Pink: District Office/Personnel File