

EVALUATION OF PROFESSIONAL STAFF SOCIAL WORKER OBSERVATION RECORD

Social Worker _____ Dates _____
Position _____

This evaluation record is to be completed by the supervising principal. Following a conference with the social worker observed, signed copies will be distributed.

KEY:

S - Satisfactory NI - Needs Improvement U - Unsatisfactory NO - Not Observed

		S	NI	U	NO
1.	Personal appearance and manner				
2.	Emotional stability				
3.	Reliability				
4.	Staff relations				
5.	Community relations				
6.	Provides services to students/families				
7.	Uses materials/activities appropriately				
8.	responds to truancy and attendance issues				
9.	Promotes a positive interagency relationship				
10.	Professional qualities				

OBSERVER'S SUGGESTIONS OR COMMENTS

SOCIAL WORKER'S COMMENTS

I certify that the above report has been read by and discussed with me:

I certify that I have discussed the above report with the social worker:

Social Worker's Signature

Observer's Signature

Date

Date 12/04

**Guidelines
for
Social Worker Evaluation Record**

- 1. Personal appearance and manner**
 - a. Is clean and well-groomed
 - b. Shows respect, concern, and warmth for others
 - c. Speaks clearly, uses good English; has a pleasant voice
- 2. Emotional Stability**
 - a. Is calm and mature in reactions; shows good judgment
 - b. Has a cheerful disposition
 - c. Shows confidence, poise, and relaxation
 - d. Realizes the importance of having a 'sense of humor'
 - e. Is positive in outlook
- 3. Reliability**
 - a. Can be depended upon to fulfill school obligations
 - Responds to referrals in an appropriate and timely manner
 - Responds to truancy and attendance issues as requested
 - b. Completes assigned tasks
 - c. Observes school hours
- 4. Staff Relations**
 - a. Cooperates with administrators, supervisors, and colleagues
 - b. Uses discretion in speaking of his/her school, students, administrators, board of education, colleagues, and parents
 - c. Accepts group decisions without necessarily agreeing
 - d. Accepts constructive criticism or recognition
 - e. Volunteers to share in staff responsibilities
 - f. Considers own program a part of the total school program
 - g. Adjusts to changes and procedures
- 5. Community Relations**
 - a. Works and cooperates with parents
 - Encourages parents to cooperate and agree to improve their circumstances
 - b. Supports activities which strengthen school/community ties
 - c. Is knowledgeable about community resources and has a good relationship with community agencies
 - d. Gathers information from other community resources and provides information to the appropriate school personnel

- 6. Provides services to students/families**
 - a. Identifies problems in a child's living situation (i.e., home, school, community)
 - b. Attends staffings as requested; gathers pertinent information to enhance the assessment process; provides recommendations for services
 - c. Implements counseling or makes an appropriate referral to meet the needs of an individual child and/or family members

- 7. Uses materials/activities appropriately**
 - a. Materials/activities are appropriate
 - b. Students and parents are assisted in developing life skills
 - c. Works in students' homes with family members on skills for parenting, communication, and functional family living

- 8. Responds to truancy and attendance issues**
 - Consults with building administrators concerning students with attendance and truancy problems

- 9. Promotes a positive interagency relationship**
 - Possesses a clear understanding of the public school system and promotes the importance of a positive interagency relationship

- 10. Professional Qualities**
 - a. Is proud of his/her profession and attempts to promote respect for the NASW professional standards and code of ethics
 - b. Complies with administrative requests
 - c. Does not abuse privileges
 - d. Is growing professionally through study, experimentation, and participation in professional activities
 - e. Self-evaluates and works to improve when necessary
 - f. Initiates or participates in activities discussed to meet the needs of the schools he/she serves
 - g. Possesses adequate knowledge and competency basic to the social work profession