



Performance Appraisal Report

Name:	Title:	Professional Student Services Personnel
Reports to:	Title:	Location:
		Date of Appraisal:

Core Competencies	Rating Scale				Comments/Evidence
	U	MP	S	HS	
<p>Personal Demonstrates the knowledge, skills, values and motivations to function successfully in the role.</p> <p>Ethical conduct/standards</p> <ul style="list-style-type: none"> ➤ Demonstrates knowledge of appropriate ethics and standards ➤ Actions comply with standards, regulations, and statutes that apply to the profession ➤ Problem solves situations of ethical conflict and dilemmas <p>Professionalism</p> <ul style="list-style-type: none"> ➤ Respects and maintains confidentiality ➤ Demonstrates commitment and service to students, parents, school staff and to the profession ➤ Acts in a reliable manner ➤ Is accountable for all actions ➤ Demonstrates initiative <p>Self Development</p> <ul style="list-style-type: none"> ➤ Takes ownership for professional development ➤ Participates in professional learning communities and activities ➤ Applies new learning to pursue continuous improvement ➤ Adapts and refines practice through continuous learning and reflection using a variety of resources and sources ➤ Demonstrates ability to adapt to change <p>Respect</p> <ul style="list-style-type: none"> ➤ Responsive to students, parents, staff, colleagues and the public in a caring and considerate manner ➤ Acknowledges and respects the diversity and worth of all individuals 					

<p>Personal (cont'd) Demonstrates the knowledge, skills, values and motivations to function successfully in the role.</p> <p>Problem Solving</p> <ul style="list-style-type: none"> ➤ Demonstrates the ability to find solutions ➤ Consults with supervisor and colleagues 				
<p>Interpersonal Demonstrates the skills and practices to work effectively with others.</p> <p>Communication</p> <ul style="list-style-type: none"> ➤ Provides clear, concise and complete information ➤ Practises active listening skills ➤ Communicates in a manner that facilitates comprehension and participation ➤ Shares knowledge effectively (in-services, departmental participation, case conferences, etc.) <p>Collaboration</p> <ul style="list-style-type: none"> ➤ Establishes positive work relationships ➤ Demonstrates flexibility ➤ Involves others in decision making ➤ Shares responsibility and participates effectively as a team member <p>Conflict Management</p> <ul style="list-style-type: none"> ➤ Anticipates and recognizes conflicts and diffuses situations ➤ Strives for win-win solutions ➤ Deals with issues in a timely manner to prevent further escalation ➤ Maintains positive working relationships <p>Relationships</p> <ul style="list-style-type: none"> ➤ Contributes to productive interactions ➤ Is approachable, courteous and tactful ➤ Demonstrates empathy for others ➤ Helps to build capacity within others (peer coach mentor) ➤ Participates effectively in inter-disciplinary team situations ➤ Is receptive to ideas, opinions and feedback from others 				

<p>Organizational Organizes and manages work related tasks efficiently and effectively.</p> <p>Caseload Management</p> <ul style="list-style-type: none"> ➤ Demonstrates effective organizational and case management skills which include referrals, caseload, record keeping, compiling data and scheduling time ➤ Demonstrates project management skills ➤ Completes written reports and assignments/tasks according to department timelines ➤ Responds effectively to concerns/issues in a timely manner ➤ Is accountable for actions and results <p>Innovation</p> <ul style="list-style-type: none"> ➤ Uses appropriate technology in practice and related professional responsibilities ➤ Demonstrates innovative practice 					
<p>Job Specific Demonstrates proficiency in work related tasks.</p> <p>Knowledge</p> <ul style="list-style-type: none"> ➤ Demonstrates knowledge of social, academic, emotional, physical, racial, gender and cultural factors and their impact ➤ Knows Board vision/mission/goals ➤ Demonstrates knowledge of the student ➤ Demonstrates knowledge of current theories and evidence-based practices ➤ Demonstrates an understanding of appropriate Board and Ministry of Education documents/regulations/standards, etc. ➤ Demonstrates knowledge of other appropriate legislation <p>Assessment</p> <ul style="list-style-type: none"> ➤ Demonstrates effective assessment skills <p>Program Planning & Intervention</p> <ul style="list-style-type: none"> ➤ Demonstrates effective clinical skills ➤ Demonstrates effective consultation skills ➤ Demonstrates effective skills in programming/program planning ➤ Implements appropriate and effective intervention strategies with students and/or families 					

<p>Job Specific (cont'd) Demonstrates proficiency in work related tasks.</p> <p>Healthy Workplace</p> <ul style="list-style-type: none"> ➤ Initiates/participates in healthy workplace activities ➤ Demonstrates commitment to the well-being, health, and development of all pupils ➤ Knows and applies safe learning and working practices 					
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Overall Rating:

- Unsatisfactory**

 Making Progress

 Successful

 Highly Successful

<p>Employee Summary Comments (Optional):</p>	<p>Supervisor Summary Comments and Suggestions for Growth:</p>
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Employee Acknowledgement
 (Acknowledging receipt of Report)

Supervisor's Signature

Rating Scale:	Unsatisfactory - Employee needs to make significant improvement in job performance – regardless of reason, lack of desired achievement during review period.	Making Progress - Employee is moving at a reasonable pace toward success in job performance – improvement needed in some areas – expect success in near future.	Successful - Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job.	Highly Successful - Employee consistently goes beyond job requirements – evidence external and internal to the Board.
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Copies: **Original – H.R. File** **Copy – Immediate Supervisor** **Copy - Employee**