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SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Speech/Language Pathologist Evaluation Documents

A Practical Guide for Speech/Language Pathologists and Evaluators

Introduction

Observation and evaluation is a cooperative and collaborative process. The Sutter County Superintendent of Schools (SCSOS) is committed to entering into this process in the spirit of communication, collegiality, and support. This process is intended to be a positive experience leading to the ultimate goal of the highest quality intervention for our students.

The following guide is intended to enhance stakeholder understanding of the observation and evaluation process.

The Evaluation of Speech/Language Pathologist Performance document and the Speech/Language Pathologist Performance Agreement will be placed in the Pathologist's personnel file after the Evaluator and Pathologist have discussed and signed the forms. Observation forms will not be placed in Personnel Files.

SPEECH/LANGUAGE PATHOLOGIST EVALUATION PACKET

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SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Speech/Language Pathologist Performance Agreement

Name: _____

Part of the Evaluation of Certificated Employees is the development of performance objectives and the measurement of the degree to which these objectives are met. California Education Code 44662 requires that:

1. The Superintendent shall establish standards of expected pupil achievement at each grade level in each area of study.
2. The Superintendent shall evaluate and assess certificated employee performance as it reasonably relates to:
 - a. The progress of pupils toward the standards established pursuant to subdivision
 - b. The instructional techniques and strategies used by the employee.
 - c. The employee's adherence to curricular objectives.
 - d. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities.

In addition to the above areas, Sutter County Superintendent of Schools requires that:

1. Employees will perform duties as described in specific job descriptions.
2. Employees will comply with the SCSOS general employee expectations.
3. At least three (3) goals be written relating to the standards of the Speech/Language Pathologist.

The Evaluator and the Speech/Language Pathologist should agree upon these performance objectives and so indicate by signing and dating this document.

If an impasse is reached, refer to the process in *Article 10, Section E* of the bargaining unit agreement.

WE, THE UNDERSIGNED, have agreed upon the appropriateness of the performance objectives

Signature of Speech/Language Pathologist

Date

Signature of Evaluator

Date

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Ideas for Pre-Conference Discussion

- What is your understanding of the goals of this school/program?
- What accomplishments at work are you most proud of?
- What part of your job do you like the most?
- What are your future goals?
- What are your professional growth goals?
- What types of professional development would be useful to you?
- Any other questions or comments? Is there anything special I should consider when doing this evaluation?
- List any unique conditions pertaining to the assignments (materials, facilities, personnel) including any performance data on the skills of personnel assigned to you.

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS
Professional Standards for the Speech/Language Pathologist

Standard #1: Roles and Responsibilities
1.1 Demonstrates knowledge of communication disorders and the educational impact of those disorders
1.2 Understands and implements California Education Code as it pertains to eligibility criteria
1.3 Caseload duties are completed per California Education Code timeline
1.4 Selects appropriate assessment tools to measure all suspected areas of disability
1.5 Assessment reports reflect understanding and accurate analysis of results
1.6 Implements organized, goal-driven speech therapy sessions
1.7 Maximizes instructional time, while appropriately pacing instruction
1.8 Engages and motivates students
1.9 Provides culturally and educationally appropriate services that are effective and reflect evidence-based practices
1.10 Establishes and maintains a learning environment that is physically, developmentally and emotionally appropriate
1.11 Monitors student learning and adjusts instruction during speech therapy

Standard #2: Collaboration with Parents, Caregivers, and Related Disciplines
2.1 Demonstrates understanding of related areas for appropriate referral
2.2 Refers families to appropriate school and community resources when necessary
2.3 Provides and/or supports additional strategies for students as recommended by another discipline
2.4 Initiates and returns communication via phone, email, or in person to parents/guardians, school staff, or related disciplines
2.5 Assessment reports reflect knowledge and accurate analysis of results

Standard #3: Documentation and Records
3.1 Selects correct forms and provides pertinent information in the electronic IEP system with appropriate documentation
3.2 Maintains accurate therapy logs and objective data for measuring progress
3.3 Assessment reports are well-written with parent-friendly professional language
3.4 Progress Reports are completed timely and explain student's present level of performance on the stated goal(s)

3.5 Maintains student records per Medi-Cal and organizational guidelines

3.6 Designs, implements, monitors and reviews appropriate IEPs for students

Standard #4: Professional Growth

4.1 Regularly attends Speech Department monthly meetings

4.2 Maintains license and credential

4.3 Seeks to learn and maintain knowledge of current best practice in the field by attending professional development courses

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Goal Relating to Standard #: _____

Pathologist: _____

Worksite(s) /Program(s): _____

Goal:

Activities for Attainment:

Signature of Speech/Language Pathologist

Date

Signature of Evaluator

Date

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Goal Relating to Standard #: _____

Pathologist: _____

Worksite(s) /Program(s): _____

Goal:

Strategies for Attainment:

Signature of Speech/Language Pathologist

Date

Signature of Evaluator

Date

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Goal Relating to Standard #: _____

Pathologist: _____

Worksite(s) /Program(s): _____

Goal:

Activities for Attainment:

Signature of Speech/Language Pathologist

Date

Signature of Evaluator

Date

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Speech/Language Pathologist Pre-Observation Worksheet

Pathologist: _____

Worksite(s) /Program(s): _____

Scheduled Observation Date: _____ Time: _____

Please answer these questions and submit to your Evaluator at least three (3) days prior to your scheduled observation.

1. What will you be teaching in today's session?
2. What is the session objective?
3. What activities will you and your student(s) do?
4. How will you know if you have been successful?
5. Is there any specific area/standard on which you would like the supervisor to focus?
6. Is there additional information and/or unique conditions that you want to share? (Attach additional information if necessary)

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Speech/Language Pathologist Post-Observation Worksheet

Pathologist: _____

Worksite(s) /Program(s): _____

Observation Date: _____ Time: _____

Please be prepared to answer these questions in your post-observation conference.

1. What intervention/instructional strategies worked well?

2. What intervention/instructional strategies could have worked better?

3. What would you change in your intervention/instructional strategies?

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Speech/Language Pathologist Post-Observation Conference Summary Form

Pathologist: _____

Worksite(s) /Program(s): _____

Observation Date: _____ Time: _____

This form is to be completed jointly by the Speech/Language Pathologist and Evaluator at the Post-Observation Conference following each formal observation. After the Pathologist and Evaluator sign and date this form, a copy shall be retained by each party.

Signature of Speech/Language Pathologist

Date

Signature of Evaluator

Date

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS

Speech/Language Pathologist Self-Assessment Worksheet

Pathologist: _____

Worksite(s) / Program(s): _____

Goal Relating to Standard #: _____

Goal Relating to Standard #: _____

Goal Relating to Standard #: _____

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS
Evaluation of Speech/Language Pathologist Performance

Speech/Language Pathologist: _____

Worksite(s)/Program(s): _____

Observation Dates: _____ Post-Observation Conference Dates: _____

Status of Speech-Language Pathologist: _____ Probationary _____ Permanent

Rating Scale: (1) Meets or exceeds standards (2) Satisfactory with recommendations (3) Unsatisfactory

Standard #1: Roles and Responsibilities	1	2	3
1.1 Demonstrates knowledge of communication disorders and the educational impact of those disorders			
1.2 Understands and implements California Education Code as it pertains to eligibility criteria			
1.3 Caseload duties are completed per California Education Code timeline			
1.4 Selects appropriate assessment tools to measure all suspected areas of disability			
1.5 Assessment reports reflect knowledge and accurate analysis of results			
1.6 Implements organized, goal-driven speech therapy sessions			
1.7 Maximizes instructional time, while appropriately pacing instruction			
1.8 Engages and motivates students			
1.9 Provides culturally and educationally appropriate services that are effective and reflect evidence-based practices			
1.10 Establishes and maintains a learning environment that is physically, developmentally and emotionally appropriate			
1.11 Monitors student learning and adjusts instruction during speech therapy			
Comments			

Standard #2: Collaboration with Parents, Caregivers, and Related Disciplines	1	2	3
2.1 Demonstrates understanding of related areas for appropriate referral			
2.2 Refers families to appropriate school and community resources and/or disciplines when necessary			
2.3 Provides and/or supports additional strategies for students as recommended by another discipline			
2.4 Initiates and returns communication via phone, email, or in person to parents/guardians, school staff, or related disciplines			
2.5 Assessment reports reflect knowledge and accurate analysis of results			
Comments			

Standard #3: Documentation and Records	1	2	3
3.1 Selects correct forms and provides pertinent information in the electronic IEP system with appropriate documentation			
3.2 Maintains accurate therapy logs and objective data for measuring progress			
3.3 Assessment reports are well-written with parent-friendly professional language			
3.4 Progress Reports are completed timely and explain student's present level of performance on the stated goal(s)			
3.5 Maintains student records per Medi-Cal and organizational guidelines			
3.6 Designs, implements, monitors and reviews, as needed, appropriate IEPs for students			
Comments			

Standard #4: Professional Growth	1	2	3
4.1 Regularly attends Speech Department monthly meetings			
4.2 Maintains license and credential			
4.3 Seeks to learn and maintain knowledge of current best practice in the field by attending professional development courses			
Comments			

Overall Evaluation (check one):

Meets or exceeds standards Satisfactory with recommendations Unsatisfactory

Commendations:

Recommendations:

Signature of Speech/Language Pathologist

Date

This report has been discussed with me in conference with the evaluator. An opportunity has been extended to me to attach comments regarding this evaluation. In accordance with Education Code Section 44663, you have the right to comment upon this document (or any statement that may be contained herein) in writing, and you may have your written comments attached to this document in your Personnel File.

Signature of Evaluator
(Indicates receipt of report only, not necessary concurrence with statements contained herein.)

Date