

**WORTH COUNTY SCHOOL DISTRICT  
SCHOOL PSYCHOLOGIST JOB DESCRIPTION/EVALUATION INSTRUMENT**

Name \_\_\_\_\_ S.S. # \_\_\_\_\_  
School \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator Name \_\_\_\_\_

**QUALIFICATIONS:**

1. Georgia certification as a school psychologist
2. Ability to work with students, teachers, administrators, and parents.

**REPORTS TO AND EVALUATED BY:** Director of Special Education with input from Principals

**Directions: Rate the employee in each category using the following scale:**

**1 = Ineffective 2 = Needs Development 3 = Proficient 4 = Exemplary**

**THERE ARE NO "N/A'S." EACH CATEGORY MUST BE SCORED**

**GENERAL**

1. Demonstrates appropriate verbal and written communication skills. \_\_\_\_\_
  2. Performs routine duties and tasks with little or no direct supervision. \_\_\_\_\_
  3. Participates in extracurricular activities and/or serves on designated committees \_\_\_\_\_
  4. Demonstrates loyalty to the school, school system and administrators. \_\_\_\_\_
  5. Performs other duties as assigned by the principal. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROMOTE STUDENT ACHIEVEMENT GOALS**

6. Checks for essential preliminary referral information on students to be evaluated. \_\_\_\_\_
  7. Adheres to local procedures for processing evaluation referrals \_\_\_\_\_
  8. Conducts individualized comprehensive psychological evaluations, when required. \_\_\_\_\_
  9. Prepares written evaluation reports that follow state guidelines in a timely manner \_\_\_\_\_
  10. Verbally communicates assessment results and/or recommendations to appropriate personnel \_\_\_\_\_
  11. Assists with data collection for local, state and federal reporting \_\_\_\_\_
  12. Keeps accurate records and documents. \_\_\_\_\_
  13. Actively participates in meetings to review assessment data and reach decision regarding the appropriate action to be taken. \_\_\_\_\_
  14. Consults and collaborates with school staff, parents and others. \_\_\_\_\_
  15. Serves as team member or consultant to those implementing intervention strategies \_\_\_\_\_
  16. Provides counseling to individuals or groups, as necessary. \_\_\_\_\_
  17. Advises system-wide/school test coordinator and/or others in matters related to student assessment. \_\_\_\_\_
  18. Stays current with professional literature evaluation instruments and assessment techniques and applies what is learned when applicable \_\_\_\_\_
  19. Assists director with purchase of evaluation instruments and related assessment software. \_\_\_\_\_
  20. Conducts training and support re RTI process for team personnel, teachers, and others, as needed. \_\_\_\_\_
  21. Helps to establish intervention goals. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROFESSIONAL GROWTH**

22. Participates in professional organizations and staff development activities. \_\_\_\_\_
  23. Shares information with others and applies what is learned to the classroom. \_\_\_\_\_
  24. Accepts new challenges in a professional manner \_\_\_\_\_
- Comments \_\_\_\_\_

**INTERPERSONAL SKILLS**

25. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications; works effectively with colleagues and exhibits the fundamentals of good public/customer service. \_\_\_\_\_
  26. Enhances the climate of the building and the morale of colleagues. \_\_\_\_\_
  27. Accepts constructive criticism and follows up on administrative actions for improving performance. \_\_\_\_\_
- Comments \_\_\_\_\_

**DEPENDABILITY**

28. Completes reports, documentation, duties and other assignments in a prompt and professional manner. \_\_\_\_\_
  29. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. \_\_\_\_\_
- Comments \_\_\_\_\_

**ADHERENCE TO POLICIES AND PROCEDURES**

- 30. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements. \_\_\_\_\_
  - 31. Adheres to the chain of command \_\_\_\_\_
  - 32. Recognizes Cultural Diversity \_\_\_\_\_
  - 33. Maintains confidentiality of sensitive information and material \_\_\_\_\_
  - 34. Maintains a professional appearance as appropriate for job responsibilities \_\_\_\_\_
  - 35. Assures security and accountability for equipment and supplies. \_\_\_\_\_
- Comments \_\_\_\_\_

**PERSONAL CONDUCT IN PERFORMANCE OF DUTIES**

- 36. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public. \_\_\_\_\_
  - 37. Acts in a professional manner and assumes responsibility for the total school program, the safety of students and good operating order \_\_\_\_\_
  - 38. Shows initiative and assumes responsibility for all aspects of job responsibilities. \_\_\_\_\_
- Comments \_\_\_\_\_

**INTEGRATION OF TECHNOLOGY**

- 39. Demonstrates knowledge and proficiency in the use of technology as applicable to job responsibilities \_\_\_\_\_
  - 40. Demonstrates knowledge and proficiency in the use of other computer applications as applications as applicable to job responsibilities. \_\_\_\_\_
  - 41. Incorporates the use of technology into instruction in an appropriate manner. \_\_\_\_\_
- Comments \_\_\_\_\_

**OVERALL EVALUATION SCORE:**    \_\_\_\_ **SATISFACTORY**       \_\_\_\_ **UNSATISFACTORY**  
**Satisfactory evaluation: Overall average equals 3 or greater (no rounding)**

Employee	Date	Comments attached
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Evaluator	Date	Comments attached
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**Employee  
Comments** \_\_\_\_\_

\_\_\_\_\_

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**\*\*Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.\*\*** \_\_\_\_\_