

NORFOLK PUBLIC SCHOOLS SUMMATIVE SCHOOL PSYCHOLOGIST EVALUATION

Psychologist: _____ Date: _____ School Year: _____

Building: _____ Assignment: _____ Evaluation Status: _____

Summative Evaluation Directions

The purposes of the summative evaluation conference are: 1) to review and discuss the contents of the evaluation document, 2) to communicate the recommended contract status for the next school year, 3) to discuss the recommended level of administrative supervision expected for the next evaluation cycle, and 4) to establish professional goals. The supervisor has responsibility for completing the summative evaluation document and then discussing its contents with the school psychologist during a summative evaluation conference. The school psychologist is encouraged to submit a self-evaluation or other relevant portfolio information at least five days in advance of the summative evaluation conference. A summative evaluation cycle concludes with communication of the recommended contract status and the level of administrative supervision for the next evaluation cycle.

The supervisor will rate each of the four domains, which include: 1) planning and preparation, 2) the environment, 3) delivery of service, and 4) professional responsibilities according to which of the four performance standards best describes the psychologist's performance during the evaluation cycle. Each domain will be rated with consideration given to the related competencies and elements within the domain. It is not necessary that every competency be observable at a consistently appropriate and effective level in order to receive a proficient rating. The particular job assignment will determine the appropriate role of each of the four domains and how each domain will be evaluated for various certified staff members. The supervisor will collect evidence addressing each domain and will include narrative to support any areas of excellence and/or concern which do not meet district expectations. The supervisor will also write an Evaluation Summary to summarize the school psychologist's overall performance. Copies of all signed summative evaluation documents will be provided to the school psychologist, the supervisor, and the school psychologist's personnel file at the Central Office.

Performance Standards

Distinguished - Evidence indicates that a school psychologist performing at this level is a master who makes contributions to the field both in and outside their school. Their programs operate at a qualitatively different level from those of other school psychologists. Evidence indicates that the school psychologist performing at this level has a thorough conceptual understanding of, and consistently implements in various situations, each competency within the domain in a highly effective and appropriate manner. This level of performance exceeds district expectations.

Proficient - Evidence indicates that school psychologists performing at this level clearly understand the concepts underlying the components and implements them well. School psychologists at the proficient level thoroughly know their content, they know their students and teachers, they have a broad repertoire of strategies and activities to use with students and teachers, and they can easily adjust their program as necessary. School psychologists at this level are able to consistently and effectively implement all or almost all competencies within the domain and element appropriately and without significant errors. This level of performance fully meets district expectations.

Basic - Evidence indicates that school psychologists performing at this level appear to understand the concepts underlying the component within the domain and attempt to implement its elements. Implementation, however, is sporadic, intermittent, or otherwise not entirely successful. This level of performance partially meets district expectations. With additional experience, professional development, and coaching and supervision, school psychologists performing at the basic level should become proficient implementing the domain and components within a reasonable time period.

Unsatisfactory - Evidence indicates that a school psychologist performing at this level does not yet appear to understand, and may have some major misconceptions, of the concepts underlying the component within the domain. Implementation does not regularly accomplish the basic educational purpose. This level of performance does not meet district expectations, and will require specific plans and assistance for improved performance within a reasonable time period.

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Evaluation Summary

Domain 1: Planning and Preparation

Unsatisfactory Basic Proficient Distinguished

Domain 2: The Environment

Unsatisfactory Basic Proficient Distinguished

Domain 3: Delivery of Service

Unsatisfactory Basic Proficient Distinguished

Domain 4: Professional Responsibilities

Unsatisfactory Basic Proficient Distinguished

Supervisor Comments and Professional Goals

Supervisor Summary Comments:

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Performance Goal for Tenured School Psychologist:

Observation Dates:

Recommend Contract Status
(Do not complete for first semester probationary evaluation.)

- Initial Evaluation Reemploy for a second or third semester with a one-semester evaluation cycle
- Professional Evaluation Reemploy for next school year with a three-year evaluation cycle
- Assistance Evaluation Reemploy for next school year with a one-year evaluation cycle
- Improvement Evaluation Reemploy for next school year with a written Professional Improvement plan which requires a one-year or less evaluation cycle.
- Nonrenewal

The Contract Recommendation and level of Administrative Evaluation as referenced herein, is not a guarantee of continued employment for a specific term and does not alter or amend the school psychologist's employment contract or the district's rights and remedies under Nebraska or federal law. The Contract Recommendation and Level of Administrative Supervision is a designation for administrative purposes, not a progressive discipline program or indication of entitlement to a certain type of remediation or supervision.

Supervisor's Signature _____

Conference Date _____

School Psychologist's Signature _____

Conference Date _____

NOTE: The school psychologist's signature indicates the review and receipt of, not necessarily agreement with, this summative evaluation. The school psychologist may attach additional written responses on separate paper within 14 calendar days of the evaluation conference.

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Domain 1: Planning and Preparation				
Component	Unsatisfactory	Basic	Proficient	Distinguished
1.1: Demonstrating knowledge and skill in using psychological instruments to evaluate students	Psychologist demonstrates little or no knowledge and skill in using psychological instruments to evaluate students.	Psychologist uses a limited number of psychological instruments to evaluate students.	Psychologist uses 5-8 psychological instruments to evaluate students and determine accurate diagnoses.	Psychologist uses a wide range of psychological instruments to evaluate students and knows the proper situations in which each should be used.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
1.2: Demonstrating knowledge of child and adolescent development and psychopathology	Psychologist demonstrates little or no knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates basic knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates thorough knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates extensive knowledge of child and adolescent development and psychopathology and knows variations of the typical patterns.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
1.3: Establishing goals for the psychology program appropriate to the setting and the students served	Psychologist has no clear goals for the psychology program, or they are inappropriate to either the situation or the age of the students.	Psychologist's goals for the treatment program are rudimentary and are partially suitable to the situation and the age of the students.	Psychologist's goals for the treatment program are clear and appropriate to the situation in the school and to the age of the students.	Psychologist's goals for the treatment program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
1.4: Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	Psychologist demonstrates little or no knowledge of governmental regulations or of resources for students available through the school or district.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district, but no knowledge of resources available more broadly.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district and some familiarity with resources external to the district.	Psychologist's knowledge of governmental regulations and of resources for students is extensive, including those available through the school or district and in the community.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
1.5: Planning the psychology program, integrated with the regular school program, to meet the needs of individual students and including prevention	Psychologist's plan consists of a random collection of unrelated activities, lacking coherence or an overall structure.	Psychologist's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Psychologist has developed a plan that includes the important aspects of work in the setting.	Psychologist's plan is highly coherent and preventive and serves to support students individually, within the broader educational program.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
1.6: Developing a plan to evaluate the psychology program	Psychologist has no plan to evaluate the program or resists suggestions that such an evaluation is important.	Psychologist has a rudimentary plan to evaluate the psychology program.	Psychologist's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Psychologist's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis.
Evidence				

Domain 1: Planning and Preparation Rating U B P D

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Domain 2: The Environment				
Component	Unsatisfactory	Basic	Proficient	Distinguished
2.1: Establishing rapport with students	Psychologist's interactions with students are negative or inappropriate; students appear uncomfortable in the testing center.	Psychologist's interactions are a mix of positive and negative; the psychologist's efforts at developing rapport are partially successful.	Psychologist's interactions with students are positive and respectful; students appear comfortable in the testing center.	Students seek out the psychologist, reflecting a high degree of comfort and trust in the relationship.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
2.2: Establishing a culture for positive mental health throughout the school	Psychologist makes no attempt to establish a culture for positive mental health in the school as a whole, either among students or teachers, or between students and teachers.	Psychologist's attempts to promote a culture throughout the school for positive mental health in the school among students and teachers are partially successful.	Psychologist promotes a culture throughout the school for positive mental health in the school among students and teachers.	The culture in the school for positive mental health among students and teachers, while guided by the psychologist, is maintained by both teachers and students.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
2.3: Establishing and maintaining clear procedures for referrals	No procedure for referrals has been established; when teachers want to refer a student for special services, they are not sure how to go about it.	Psychologist has established procedures for referrals, but the details are not always clear.	Procedures for referrals and for meetings and consultations with parents and administrators are clear to everyone.	Procedures for all aspects of referral and testing protocols are clear to everyone and have been developed in consultation with teachers and administrators.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
2.4: Establishing standards of conduct in the testing center	No standards of conduct have been established, and psychologist disregards or fails to address negative student behavior during an evaluation.	Standards of conduct appear to have been established in the testing center. Psychologist's attempts to monitor and correct negative student behavior during an evaluation are partially successful.	Standards of conduct have been established in the testing center. Psychologist monitors student behavior against those standards; response to students is appropriate and respectful.	Standards of conduct have been established in the testing center. Psychologist's monitoring of students is subtle and preventive, and students engage in self-monitoring of behavior.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
2.5: Organizing physical space for testing of students and storage of materials	The testing center is disorganized and poorly suited to student evaluations. Materials are not stored in a secure location and are difficult to find when needed.	Materials in the testing center are stored securely, but the center is not completely well organized, and materials are difficult to find when needed.	The testing center is well organized; materials are stored in a secure location and are available when needed.	The testing center is highly organized and is inviting to students. Materials are stored in a secure location and are convenient when needed.
Evidence				

Domain 2: The Environment U B P D

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Domain 3: Delivery of Service				
Component	Unsatisfactory	Basic	Proficient	Distinguished
3.1: Responding to referrals; consulting with teachers and administrators	Psychologist fails to consult with colleagues or to tailor evaluations to the questions raised in the referral.	Psychologist consults on a sporadic basis with colleagues, making partially successful attempts to tailor evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, tailoring evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, contributing own insights and tailoring evaluations to the questions raised in the referral.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
3.2: Evaluating student needs in compliance with National Association of School Psychologists (NASP) guidelines	Psychologist resists administering evaluations, selects instruments inappropriate to the situation, or does not follow established procedures and guidelines.	Psychologist attempts to administer appropriate evaluation instruments to students but does not always follow established time lines and safeguards.	Psychologist administers appropriate evaluation instruments to students and ensures that all procedures and safeguards are faithfully adhered to.	Psychologist selects, from a broad repertoire, those assessments that are most appropriate to the referral questions and conducts information sessions with colleagues to ensure that they fully understand and comply with procedural time lines and safeguards.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
3.3: Chairing evaluation team	Psychologist declines to assume leadership of the evaluation team.	Psychologist assumes leadership of the evaluation team when directed to do so, preparing adequate IEPs.	Psychologist assumes leadership of the evaluation team as a standard expectation; prepares detailed IEPs.	Psychologist assumes leadership of the evaluation team and takes initiative in assembling materials for meetings. IEPs are prepared in an exemplary manner.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
3.4: Planning interventions to maximize students' likelihood of success	Psychologist fails to plan interventions suitable to students, or interventions are mismatched with the findings of the assessments.	Psychologist's plans for students are partially suitable for them or are sporadically aligned with identified needs.	Psychologist's plans for students are suitable for them and are aligned with identified needs.	Psychologist develops comprehensive plans for students, finding ways to creatively meet student needs and incorporate many related elements.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
3.5: Maintaining contact with physicians and community mental health service providers	Psychologist declines to maintain contact with physicians and community mental health service providers.	Psychologist maintains occasional contact with physicians and community mental health service providers.	Psychologist maintains ongoing contact with physicians and community mental health service providers.	Psychologist maintains ongoing contact with physicians and community mental health service providers and initiates contacts when needed.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
3.6: Demonstrating flexibility and responsiveness	Psychologist adheres to the plan or program, in spite of evidence of its inadequacy.	Psychologist makes modest changes in the treatment program when confronted with evidence of the need for change.	Psychologist makes revisions in the treatment program when it is needed.	Psychologist is continually seeking ways to improve the treatment program and makes changes as needed in response to student, parent, or teacher input.
Evidence				

Domain 3: Delivery of Service U B P D

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Domain 4: Professional Responsibilities				
Component	Unsatisfactory	Basic	Proficient	Distinguished
4.1: Reflecting on practice	Psychologist does not reflect on practice, or the reflections are inaccurate or self-serving.	Psychologist’s reflection on practice is moderately accurate and objective without citing specific examples, and with only global suggestions as to how it might be improved.	Psychologist’s reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. Psychologist makes some specific suggestions as to how the counseling program might be improved.	Psychologist’s reflection is highly accurate and perceptive, citing specific examples that were not fully successful for at least some students. Psychologist draws on an extensive repertoire to suggest alternative strategies.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
4.2: Communicating with families	Psychologist fails to communicate with families and secure necessary permission for evaluations or communicates in an insensitive manner.	Psychologist’s communication with families is partially successful; permissions are obtained, but there are occasional insensitivities to cultural and linguistic traditions.	Psychologist communicates with families and secures necessary permission for evaluations and does so in a manner sensitive to cultural and linguistic traditions.	Psychologist secures necessary permissions and communicates with families in a manner highly sensitive to cultural and linguistic traditions. Psychologist reaches out to families of students to enhance trust.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
4.3: Maintaining accurate records	Psychologist’s records are in disarray; they may be missing, illegible, or stored in an insecure location.	Psychologist’s records are accurate and legible and are stored in a secure location.	Psychologist’s records are accurate and legible, well organized, and stored in a secure location.	Psychologist’s records are accurate and legible, well organized, and stored in a secure location. They are written to be understandable to another qualified professional.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
4.4: Participating in a professional community	Psychologist's relationships with colleagues are negative or self-serving, and psychologist avoids being involved in school and district events and projects.	Psychologist's relationships with colleagues are cordial, and psychologist participates in school and district events and projects when specifically requested.	Psychologist participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Psychologist makes a substantial contribution to school and district events and projects and assumes leadership with colleagues.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
4.5: Engaging in professional development	Psychologist does not participate in professional development activities, even when such activities are clearly needed for the ongoing development of skills.	Psychologist's participation in professional development activities is limited to those that are convenient or are required.	Psychologist seeks out opportunities for professional development based on an individual assessment of need.	Psychologist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
4.6: Showing professionalism	Psychologist displays dishonesty in interactions with colleagues, students, and the public and violates principles of confidentiality.	Psychologist is honest in interactions with colleagues, students, and the public, plays a moderate advocacy role for students, and does not violate confidentiality.	Psychologist displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public, and advocates for students when needed.	Psychologist can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues.
Evidence				

Domain 4: Professional Responsibilities U B P D