

_____ **Independent School District**
Assistant Speech-Language Pathologist Evaluation Report

Name of Assistant Speech-Language Pathologist _____

Campus Assigned _____

Appraiser _____ Date _____

Beginning Time: _____ Ending Time: _____

Observation Summary

Signature of Appraiser Date

Signature of Assistant Speech-Language Pathologist Date

Summative Annual Appraisal

Signature of Appraiser Date

Signature of Assistant Speech-Language Pathologist Date

My appraiser and I have discussed this annual summative appraisal; and I have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position. A copy is to be retained by the appraiser, and the original is to be given to the Director of Human Resources to be placed in my personnel file.

Comments:	
Strengths:	Areas to Address:

*Revised to meet the legal requirements of an Assistant Speech Language Pathologist.

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Place a (√) in the appropriate column that best describes the indicator.

EE Exceeds Expectations (almost all of the time: 90-100%)
P Proficient (Most of the time: 80-89%)
BE Below Expectations (Some of the time: 50-79%)
U Unsatisfactory (Less than half of the time: 0-40%)
A comment or comments must be given for Below Expectations and Unsatisfactory ratings.

I. Interpersonal Skills (10 items)

1. Interacts with Students

Descriptor: The Assistant Speech-Language Pathologist recognizes students' individual learning and/or cultural differences while focusing on providing consistent and varied opportunities for goal-oriented learning.

2. Interacts with Supervisor

The Assistant Speech-Language Pathologist follows the educational plans as determined by the supervising Speech-Language Pathologist. The Assistant maintains a positive relationship with the supervisor and demonstrates professional and responsible behavior while delivering services.

	EE	P	BE	U
a. Establishes and maintains a positive rapport with student.				
b. Demonstrates appropriate level of self-confidence.				
c. Encourages plans for improved student behaviors that reflect enhanced student opportunities for learning.				
d. Maintains professional image in clinical/classroom setting.				
e. Demonstrates sensitivity to individual and cultural differences.				
f. Interacts appropriately with other professionals.				
g. Works cooperatively with supervisor/administrator.				
h. Demonstrates a professional attitude toward students, parents, staff, community members and other professionals.				
i. Respects time schedules of others. Works collaboratively in scheduling student services.				
COMMENTS:				

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II. Learner Centered Therapy Planning and Implementation (18 items)

Descriptor: The Assistant Speech-Language Pathologist accurately establishes a treatment plan appropriate for the student, under the direction of the supervising Speech-Language Pathologist. The Assistant collects data accurately to effectively modify treatment plans, strategies, materials and/or instrumentation to meet the needs of the student.

	EE	P	BE	U
a. Communicates therapy objectives and importance of task (functional implications) to the student.				
b. Uses appropriate language for student's mental and language abilities.				
c. Allows sufficient time for student to respond.				
d. Uses appropriate learner centered techniques in therapy.				
e. Gives students concise and concrete feedback regarding approximations toward mastery of objectives.				
f. Uses appropriate reinforcement techniques.				
g. Uses appropriate motivational techniques. Stresses importance of intrinsic motivation when appropriate.				
h. Uses a system for recording student responses.				
i. Has incorporated the effective use of available technology as part of the instructional process. (i.e., communication boards, COMTEK, tape-recorder, language master, etc.) if appropriate during the academic year.				
j. Uses therapy time effectively.				
k. Maximizes use of incidental learning.				
l. Presents information in a variety of ways.				
m. Structures the environment in order to facilitate optimal behaviors.				
n. Manages student behavior in an equitable manner.				
COMMENTS:				

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III. Professional Responsibilities (16 items)

1. Management Skills
 Descriptor: The Assistant Speech-Language Pathologist consistently schedules and prioritizes direct and indirect service activities, schedules student contacts and meetings and accurately maintains student records.
2. Policies and Procedures
 Descriptor: The Assistant Speech-Language Pathologist consistently complies with administrative and regulatory policies such as required documentation, reports, statistics and budget requests in a timely, accurate manner.
3. Professional Development
 Descriptor: The Assistant Speech-Language Pathologist abides by the laws, rules and regulations that govern the practice of speech-language pathology in the State of Texas. Each licensed speech-language pathologist shall annually pay a non-refundable fee for license renewal, as well as meet uniform mandatory continuing education requirements established by the State Board of Examiners (10.0 clock hours per year), as well as participating in district and regional staff development activities. The Assistant demonstrates a sense of professional responsibility, upholding the highest standards of integrity and ethical principals as defined by the Code of Ethics adopted and published by the State Board of Examiners.

	EE	P	BE	U
a. Demonstrates appropriate attention to therapy responsibilities.				
b. Uses appropriate verbal and written communication.				
c. Maintains accurate attendance records.				
d. Follows district policies, procedures and legal requirements.				
e. Follows campus policies and procedures.				
f. Maintains confidentiality.				
g. Participates in campus related activities and contributes to a safe environment.				
h. Engages in professional development.				
i. Transfers knowledge from professional development to therapy techniques and management tools.				
j. Meets all licensing requirements as set forth by the State Board of Examiners for Speech-Language Pathology and Audiology. (as an Assistant)				
COMMENTS:				

