

FRANKLIN COUNTY SCHOOLS

School Social Services Performance Checklist (To be completed by principal)

School Social Worker _____ School _____

Quarter 1 2 3 (circle one)

What type(s) of contact have you had with the school social worker this year? (Check all that apply.)

_____ Informal face-to-face contacts

_____ By telephone

_____ Written communication (notes, memos, etc)

_____ School-Based Team meetings i.e. attendance waiver meetings, SST meetings, etc.

_____ Scheduled conferences (parent conferences, etc.)

Please use the following scale to rate the services provided by the school social worker serving your school.

4= Almost Always or Always (95-100% of the time)

3= Frequently (75-94% of the time)

2= Usually (50-74% of the time)

1= Seldom or Never (less than 50% of the time)

NR= No Response (don't have sufficient information to respond/didn't observe)

A. Assessment of Student Needs

Gathers and records appropriate and pertinent information to share with appropriate staff	1	2	3	4	NR
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Is invited to attend SST and/or IEP team meetings	1	2	3	4	NR
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Participates on SST and/or IEP teams to help identify and assess needs of students	1	2	3	4	NR
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B. Program Planning and Evaluation

Assists school in removing barriers to learning such as absenteeism, misbehavior and lack of basic needs	1	2	3	4	NR
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Assists school in planning programs to assist with various student situations that may be interfering with student's learning process	1	2	3	4	NR
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C. Direct Service

Visits homes to identify problems, gathers information and provides feedback to school staff	1	2	3	4	NR
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Uses community resources to meet the needs of students and their families	1	2	3	4	NR
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D. Advocacy

Communicates with school staff, parents and community agencies to gain information to address student needs.	1	2	3	4	NR
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Advocates for students' and parents' rights in accordance with established regulations and procedures.	1	2	3	4	NR
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Effectively communicates with parents to share the concerns of school personnel.	1	2	3	4	NR
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E. Consultation/Education

Effectively communicates with school personnel to share the concerns of parents	1	2	3	4	NR
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Effectively communicates with parent/guardians to share concerns of school personnel	1	2	3	4	NR
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Collaborates with community agencies to provide for student needs	1	2	3	4	NR
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F. Coordination/Liaison

Effectively researches and utilizes community resources to address student/family needs	1	2	3	4	NR
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Establishes, promotes and maintains positive relationships with various publics	1	2	3	4	NR
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G. Management

Acts on referrals promptly and effectively	1	2	3	4	NR
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Submits weekly logs that provide adequate documentation of services delivered	1	2	3	4	NR
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Provides adequate feedback on referrals	1	2	3	4	NR
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Follows through on commitment made	1	2	3	4	NR
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H. Professional Practice and Development

Relates well with school personnel	1	2	3	4	NR
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Relates well with students	1	2	3	4	NR
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Relates well with parents	1	2	3	4	NR
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Individual strengths of this school social worker:

Areas needing improvement:

Additional Comments (Comments should be provided for any area that is scored as 1 or 4)

Social Worker Comments:

Please review this report with your social worker, then both should sign and date

Principal's Signature

Date

Social Worker Signature

Date