



Cobb Keys School Social Worker (SSW) Evaluation System Guidelines and Instructions

Evaluating Certified Staff Who Are Not Classroom Teachers

1. Specific certified positions are not evaluated with the Cobb TKES Evaluation System as the standards do not correspond to the responsibilities of those positions. These positions have their own evaluation instruments, each developed to assess the applicable standards and expectations:
 - a. School Counselor – Cobb Keys School Counselor PAI
 - b. Library Media Specialist – Cobb Keys Library Media Specialist PAI
 - c. School Social Worker – Cobb Keys School Social Worker PAI

Performance Assessment Evaluators

1. At the beginning of the school year, the Supervisor, in writing, must notify the SSW's of their evaluators. Evaluates do not have to "approve" of their evaluator, but they do have to be informed.
2. As instructional leader, the Supervisor should serve as the model of exemplary evaluation practices.
3. The Principal must ensure that all individuals who are assigned to perform any facet of the performance evaluation process are trained prior to beginning any evaluative functions.

School Social Worker Evaluation Process

1. The performance evaluation process for SSWs consists of three components: database review, observation and administration feedback.

School Social Worker Orientation

1. The Supervisor must ensure that all SSWs participate in local and central office evaluation system orientations.
2. SSWs that are hired after the school year begins must be provided with the orientation, as well, regardless of the time of year when he/she begins employment.
3. Documentation shall be maintained at the School Social Work Office to confirm all SSWs' participation in the orientation process.

Data-Base Review

1. Evaluator will review database records throughout the school year to address rubric requirements.
2. Evaluator will provide SSW with feedback to address deficiencies noted in area of social work services/consultations/data collection/feedback/community referrals/counseling/home visits/referral follow-up/attendance initiatives

Observations

1. Evaluators are encouraged to conduct pre-observation conferences with their evaluatees prior to the observation. This may include both group and individual meetings. If an evaluatee requests a pre-observation conference, it must be held. Pre-observation conferences are not recorded on the Annual Report.
2. **Performance assessment observations must occur prior to May 15th.**
3. All formal observation date(s) will be entered on the SSW Performance Report form.
4. Each observation must last for at least thirty minutes; the evaluator must document the observation on the Observation Form.

Observation Feedback Conferences

1. Following each observation, the evaluator will provide formal feedback to the SSW on what was observed. Private feedback conferences between the evaluator and SSW will be provided at the time of the observation.
2. The date(s) of the feedback conferences will be entered on the SSW Performance Report Form. **Feedback conferences must occur prior to May 15th.** Observation Forms will be attached to the back of the Annual Report and submitted to HR.

Administrative Feedback:

1. Evaluator will seek ongoing local school feedback throughout the school year utilizing a variety of methods; i.e. consultations email and school visits.
2. Evaluator will provide SSW with pertinent information from school administration necessary to address identified school social work service needs.

SSW Performance Report

1. All SSWs will be evaluated at least annually using the CCSD SSW Performance Report Form. Any SSW who works for thirty or more days in a school year must have an annual evaluation. This includes SSWs on a limited contract and any SSW who may resign or be terminated prior to April 1.
2. Evaluators will use the SSW Performance Report Rubric to assess whether the SSW earns "Proficient", "Emerging", or "Unsatisfactory" ratings on each of the four Performance Factors (Section II, A-D).
 - a. Not Evident: Not easy to see; not obvious
 - b. Emerging: Evolving; showing new or improved development
 - c. Proficient: Highly competent; skilled; adept; an expert
3. Personalized commentary is required for each Performance Standard. The commentary should specifically relate to the Performance Factor Standard Elements and should support the assigned rating. Exemplary performance should be acknowledged with unique commentary, clearly identifying behaviors that distinguish the SSW's performance.

4. SSWs' performance on twelve Professional Duties and Responsibilities is recorded in Section E, (page 3). Select the appropriate box for each of the descriptors. Commentary is required to address any "Needs Improvement" or "Unsatisfactory" ratings assigned to any Duties/Responsibilities.
5. The Duties/Responsibilities Summary Rating of "Needs Improvement", "Satisfactory" or "Unsatisfactory" is assigned based upon the legend on the Annual Report Form.
 - a. Satisfactory (S) – no more than 2 "N's" and no "U's"
 - b. Needs Improvement (N) – 3 "N's" or one "U"
 - c. Unsatisfactory (U) - More than 3 "N's" or 2 or more "U's"
6. Targeted PDPs should be implemented for SSWs earning overall "Needs Improvement" or "Unsatisfactory" in Section II E.
7. The Overall Performance Rating of "Unsatisfactory", "Emerging", or "Proficient" is assigned based upon the legend in Section III of the Annual Report Form.
 - a. Proficient – 6 or more "Proficient" Standards ratings with no "Not Evident" ratings and a "Satisfactory" Summary Rating on Professional Duties and Responsibilities
 - b. Emerging – Fewer than 6 "Proficient" Standards ratings (no more than 1 "Not Evident") and "Satisfactory" or "Needs Improvement" Summary Rating on Duties/Responsibilities.
 - c. Unsatisfactory – 2 or more "Not Evident" Standards ratings OR "Unsatisfactory" Summary Rating on Duties/Responsibilities.
8. SSWs earning an Overall Performance Rating of "Unsatisfactory" must be placed on a PDP to support remediation of performance deficiencies. Please consult with the School Social Work Supervisor if a PDP is being considered.
9. The date(s) of all observation(s) and observation feedback conference(s) are entered in Section III below the Overall Performance Rating. Pre-observation conferences and other types of conferences that occur throughout the year, including the Annual Conference, are not recorded in this section of the Annual Report.
10. Primary sources of information used to assess overall SSW performance will be the School Social Work Database (case notes); observation(s), administrative feedback, and the SSW Performance Rubric. Other evidence (required or requested) such as work calendars, caseload/workload schedules, etc. will also be considered by the Evaluator. Reports must be completed, signed, and dated by the evaluator. Supervisors (if Supervisor is not the evaluator) will review and sign all SSW Performance Reports. Supervisors will take into consideration their personal observations of the SSW during the delivery of SSW services and at other times, as appropriate, when reviewing and signing the SSW Performance Report. Supervisors, remember, your "Reviewer" signature on an annual report is an indication that you are assuring that information recorded on the evaluation form is complete and accurate and that you are fully supportive of the information contained therein, including the ratings assigned.

Annual Evaluation Conferences

1. Annual performance report results must be shared with the SSW in a private annual evaluation conference. **The annual evaluation conference must occur prior to May 15th, 2019.**
2. If the SSW refuses, or is unavailable, to sign report in Section V, Supervisor should so note with a brief comment such as "SSW chose not to sign". Evaluator, Supervisor, and SSW should personally date his/her signature when the signature is recorded.
3. The original completed report, with the observation forms attached, is sent to CCSD Human Resources for the SSW's District personnel folder. Copies of the completed report go to the SSW, evaluator, and school file.

Appeal Process

1. Performance ratings are not grievable under Cobb County Board of Education Policy GAE or O.C.G.A. 20-2-210. SSWs wishing to appeal a report or claim a procedural violation should complete a Performance Assessment Appeal form, detailing the facts that support the appeal criteria to their Supervisor within 10 working days of coming aware of the condition causing the appeal or claim of procedural violation.
2. The Supervisor must evaluate the facts and provide a written response to the SSW making the appeal or claim within 10 working days of receipt of the statement. The Supervisor will provide a copy of the original appeal correspondence, and his/her reply, to CCSD Human Resources at the same time.
3. In response to an appeal or procedural violation claim, if the Supervisor finds evidence of a procedural violation or becomes aware of new information that could materially affect the ratings in the original performance report, the Supervisor may void the original report and direct the original evaluator, or a new evaluator, to complete a replacement performance report. The CCSD Deputy Superintendent, in conjunction with the Assistant Superintendent and Director of Evaluations, will decide appeals not resolved between the Supervisor and the appellant.