

**MONTGOMERY COUNTY PROFESSIONAL STAFF
OCCUPATIONAL THERAPIST SUMMATIVE EVALUATION FORM**

OCCUPATIONAL THERAPIST _____ School _____
Last Name First Name

Date _____ Grade level/subject _____

Primary Evaluator _____
Name Title

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Planning and Assessment				

Criteria:

- The occupational therapist provides evaluation and assessment of students referred for occupational therapy services.
- The occupational therapist develops IEP goals based on assessment, to address educationally relevant areas of needs.
- The occupational therapist keeps thorough, timely records for students receiving therapy services.
- The occupational therapist participates in IEP, child study, and other meetings as needed.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

-
-
-
-

Evaluator Comments:

Evaluatee Responses/Comments:

Occupational Therapist's Name _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Instruction				

Criteria:

- The occupational therapist provides a therapeutic program to meet individual needs of students with problems in sensory motor skills, visual perceptual motor skills and self care needs as related to educational needs.
- The occupational therapist encourages a high quality of student performance consistent with the individual's ability.
- The occupational therapist modifies individual therapy procedure and goals as needed.
- The occupational therapist identifies and takes appropriate action to problem situations, refers problems to administration as needed.
- The occupational therapist is fair, firm, and understanding with children.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

-
-
-
-

Evaluator Comments:

Evaluatee Responses/Comments:

Occupational Therapist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Communication and Community Relations				

Criteria:

- The occupational therapist collaborates with classroom teachers and other school staff members by providing suggestions for daily student activities, and requesting input from teachers and staff as needed.
- The occupational therapist provides information and support to parents and families when appropriate.
- The occupational therapist refers individuals to agencies and specialists in the community as appropriate.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

-
-
-
-

Evaluator Comments:

Evaluatee Responses/Comments:

Occupational Therapist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Safety and Learning Environment				

Criteria:

- The occupational therapist identifies, obtains, and maintains needed equipment and supplies.
- The occupational therapist maintains effective discipline and fosters a safe and positive environment for learning.
- The occupational therapist establishes and maintains rapport with students.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the **Montgomery County Staff Evaluation Handbook**. The evaluator and/or evaluatee may list below any *School-specific Indicators/Common Goals* for this category:

-
-
-
-

Evaluator Comments:

Evaluatee Responses/Comments:

Occupational Therapist's Name: _____

	Meeting Expectations	Improving	Needs Improvement	Not Meeting Expectations
Professionalism				

Criteria:

- The occupational therapist models professional, moral and ethical standards as well as personal integrity.
- The occupational therapist provides service to the profession and division within the school community.
- The occupational therapist actively participates in school and division continuous improvement processes.
- The occupational therapist works in a collegial and collaborative manner with school personnel and the community.
- The occupational therapist participates in some aspects of the overall school program outside the classroom.
- The occupational therapist participates in a meaningful and continuous process of professional development.
- The occupational therapist performs other reasonable job related tasks as assigned by the principal or designee.

Some Sample Performance Indicators for each of the above criteria in this category are listed in the Montgomery County Staff Evaluation Handbook. The evaluator and/or evaluatee may list below any School-specific Indicators/Common Goals for this category:

-
-
-
-

Evaluator Comments:

Evaluatee Responses/Comments:

Occupational Therapist's Name: _____

Conference Summary

Additional Evaluator Comments:

Additional Evaluatee Responses:

Observation Date(s): _____

Recommended for Reemployment: Yes No
(Applies to teachers on Annual Contract only)

For P/T Teachers

- Recommended for re-employment
- Do not recommend for re-employment
- Not Applicable

Evaluator Signature* Date

Evaluatee Signature* Date

*** Signature does not necessarily indicate concurrence but rather that a summative conference with the evaluator has taken place and the evaluatee has received a copy of this completed summative evaluation form.**