

## SJCOE Mental Health Specialist Evaluation Form

Name:		
Department:		
Annual	Special Evaluation	Other
<p>Instructions: Using the ratings below, please check the appropriate box that describes the Mental Health Specialist's performance per the California Professional Standards for Education Leaders (CPSEL) and how they uphold SJCOE's Mission to Educate, Innovate and Inspire. <b>Employees may identify their goals prior to the evaluation meeting and/or during the evaluation with their Supervisor.</b></p>		
<p>Please complete the prompts below by identifying a minimum of one goal per category for the remainder of the school year:</p> <p>I will achieve my goal(s) to <b>EDUCATE</b> myself and/or others by:</p> <p>I will achieve my goal(s) to <b>INNOVATE</b> by:</p> <p>I will achieve my goal(s) to <b>INSPIRE</b> others by:</p>		
<p>Ratings: <b>4</b> (Exceeds Standard) <b>3</b> (Meets Standard) <b>2</b> (Progressing Towards Standard) <b>1</b> (Does Not Meet Standard)</p>		
<b>Standard 1: Professional Competence</b>		
1A. Knowledge and Skill: Does the therapist demonstrate expertise in mental health, counseling techniques, and interventions?		
1B. Certification and Training: Is the therapist appropriately licensed and up-to-date with continuing education?		
Evaluator Feedback or Suggestions for Growth	Average:	
<b>Standard 2: Therapeutic Effectiveness</b>		
2A. Case Management: How effectively does the therapist manage their caseload? Are they timely in responding to student needs?		
2B. Goal Setting and Progress: Are treatment goals clearly defined, and is progress towards these goals regularly assessed and documented?		
2C. Interventions: Are the interventions used evidenced-based and appropriate for the students' issues?		
2D. Student Needs: How effectively does the therapist identify, prioritize and respond to student needs?		
Evaluator Feedback or Suggestions for Growth	Average:	

<b>Standard 3: Communication and Collaboration</b>	
3A. With Students: Does the therapist build rapport with students and foster a supportive therapeutic relationship?	
3B. With Parents: How appropriately and effectively does the therapist communicate with parents regarding their child's progress and needs?	
3C. With Staff: Does the therapist collaborate effectively with teachers and other school personnel to support students?	
3D. Referral process: Does the therapist implement an effective referral process with staff and community agencies?	
3E. Communication: Does the therapist maintain effective relationships with those contacted in the course of work?	
Evaluator Feedback or Suggestions for Growth	Average:
<b>Standard 4: Ethics and Confidentiality</b>	
4A. Confidentiality: Does the therapist adhere to ethical guidelines and maintain confidentiality appropriately?	
4B. Professionalism: Does the therapist demonstrate professionalism in their interactions and maintain appropriate boundaries?	
4C. Maintaining records: Does therapist maintain standards on writing and completing assessments and progress notes? Are they compliant in getting all documentation completed within 3 days of service?	
Evaluator Feedback or Suggestions for Growth	Average:
<b>Standard 5: Student Outcomes</b>	
5A. Academic Performance: Are there observable improvements in students' academic performance linked to the therapist's interventions?	
5B. Behavioral Changes: Are there positive behavioral changes in students as a result of therapy?	
5C. Student Feedback: What do students say about their experience with the therapist? Are they generally satisfied with the support received?	
5D. Assessment tools: Does therapist utilize a wide range of assessment tools?	
Evaluator Feedback or Suggestions for Growth	Average:

<b>Standard 6: Organizational Impact</b>	
6A. Resource Utilization: Does the therapist make efficient use of available resources (e.g., time, materials)?	
6B. Program Development: Has the therapist contributed to the development of schoolwide programs or initiatives for mental health and well-being?	
Evaluator Feedback or Suggestions for Growth	Average:
<b>Standard 7: Self-Reflection and Improvement</b>	
7A. Self-Evaluation: Does the therapist engage in regular self-reflection and seek feedback for personal and professional growth?	
7B. Adaptability: Is the therapist open to modifying their approaches based on feedback and changing student needs?	
7C. Self-Care: Does therapist have knowledge of self-care techniques and effects of vicarious trauma/burn-out?	
Evaluator Feedback or Suggestions for Growth	Average:
<b>SUMMARY EVALUATION:</b>	
Area(s) of strength in job performance during this evaluation cycle.	
Area(s) in need of improvement, including specific suggestions for the coming year.	
	<b>EVALUATION RATING</b> (overall average):
Next evaluation Due By:	<b>4-Exceeds Standard</b> <b>2- Progressing Towards Standard</b> <b>3- Meets Standard</b> <b>1- Does Not Meet Standard</b>
Employee Comments:	

In signing this Therapist Evaluation, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of their evaluator. The employee has the right to make comments regarding this evaluation. These comments must be submitted in writing within 10 working days to the Human Resources office. Both the evaluation and comments will be filed in the employee's personnel file.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_