

**SUMMATIVE CONFERENCE FORM
DIRECTOR OF PUPIL PERSONNEL**

ANALYSIS OF PERFORMANCE AND BASIS FOR INDIVIDUAL
PROFESSIONAL GROWTH PLAN/SUMMATIVE EVALUATION

(Evaluator and evaluatee discuss and complete prior to developing the professional growth plan and summative evaluation instruments. This analysis document is the summary of data collected for formative purposes such as observations, professional development activities, portfolio entries, products, units of study, etc.)

Evaluatee: _____

Date of Conference: _____

Evaluator: _____

Position _____

Standards Performance Criteria	(*more than one rating can be checked)			Comments
Standard 1: The Director of Pupil Personnel assumes responsibility for student attendance throughout the district schools.	Met	Growth Needed	Not Met	
1.1 Assumes the responsibility for the enforcement of compulsory attendance and census laws				
1.2 Determines the causes of irregular attendance and truancy to assist in the elimination of these causes.				
1.3 Assists schools in the preventing, identification, and counseling of potential dropouts.				
1.4 Assists administrators, teachers, students, and parents on an individual basis with explanations of attendance laws and policies and to encourage regular student attendance.				
1.5 Act as a liaison between school and home with regards to student attendance.				
1.6 Visits the homes of children who are absent from school or who are reported truant.				
1.7 Conducts studies of new practices and techniques for improving care of attendance records.				
1.8 Assists principals in developing attendance incentive programs.				
1.9 Works closely with teachers, school nurses, guidance counselors, principals and pupil personnel staff regarding students who have excessive absences and have not responded to the corrective efforts made by the building principal.				
1.10 Monitors the community during school hours to locate local truants.				
1.11 Provides accurate projected student enrollments to the superintendent.				
1.12 Administers the tuition program.				
1.13 Manages student computer attendance accounting.				
1.14 Audits school enrollment, attendance, and transfer records to assure compliance with				

applicable laws and sound principles of accounting for student personnel.				
Overall Rating for Standard 1				
Standards Performance Criteria	(*more than one rating can be checked)			
Standard 2: The Director of Pupil Personnel serves as a liaison between the school district and the courts, local and state agencies and community.	Met	Growth Needed	Not Met	Comments
2.1 Acts as a liaison between the court and school district.				
2.2 Works with authorities of the Juvenile Court in matter involving school children.				
2.3 Assists various agencies and organizations to aid pupils in need.				
2.4 Coordinates services and referrals of district and community resources.				
2.5 Consults with Counselors, other staff and community agency representatives to facilitate two-way communication.				
2.6 Assists school principals with the more severe discipline problems through the aid of behavior modification techniques, probations, parent conferences, student conferences, court action and expulsions.				
2.7 Assists principals in investigating and preparing juvenile petitions for formal hearings and attends juvenile court for follow up. Also serves as a liaison between family, court and school system in cases where students have been delinquent outside of school.				
2.8 Participates as Chairperson of the Substance Abuse Committee and assists principals in the investigation of drug related issues.				
2.9 Participates in individual or group counseling sessions whenever requested by a member of the administration or the student personnel team and conducts/participates in case conferences and formal probation hearings.				
2.10 Establishes effective working relationships with other institutions of the city, county and state that may be of use to teachers, parents or students.				
2.11 Coordinates the development of school safety plans and acts as district liaison to school safety center.				
2.12 Develops and implements the Safe and Drug Free Schools program under Title IV.				
2.13 Drafts and oversees the implementation of Title IV programs.				
2.14 Drafts and oversees the implementation of Title IX Programs.				
Overall Rating for Standard 2				
Standards Performance Criteria	(*more than one rating can be checked)			
Standard 3: The Director of Pupil Personnel is responsible for maintaining accurate records and reports concerning students and families.	Met	Growth Needed	Not Met	Comments
3.1 Conducts studies of new practices and techniques for improving care of records.				

3.2	Maintains a record on each student whose record indicates receiving excessive absenteeism and other discipline problems.				
3.3	Coordinates the maintenance of accurate permanent record cards.				
3.4	Provides all reports and records required by the State Department of Education.				
3.5	Maintains records of suspensions, Friday School, expulsions, STEPP and prepares drug use statistics for the school district.				
Overall Rating for Standard 3					
Standards Performance Criteria		(*more than one rating can be checked)			
Standard 4: The Director of Pupil Personnel will assume responsibility for their own professional growth and provide training to staff with regards to Pupil Personnel programs and procedures.		Met	Growth Needed	Not Met	Comments
4.1	Provides in-service workshops and staff development on attendance issues.				
4.2	Participates in training programs on local, state and national levels.				
4.3	Interprets Pupil Personnel Services Program to the community and to school personnel.				
4.4	Evaluates the Pupil Personnel Services and recommends programs to improve these services.				
4.5	Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved techniques in specialized area; and for attending appropriate professional meetings.				
4.6	Explains and interprets state and district policies and procedures to students, staff and community.				
4.7	Maintains a professional awareness of laws and regulations regarding child welfare and attendance.				
Overall Rating for Standard 4					

Standards Performance Criteria		(*more than one rating can be checked)			
Standard 5: The Director of Pupil Personnel plans, develops and coordinates a district wide system of health services in conjunction with other public agencies.		Met	Growth Needed	Not Met	Comments
5.1	Remains aware of state and county requirements and regulations affecting school health programs.				
5.2	Establishes effective liaison with the various offices and agencies within the community that must provide specialized or professional help to students and their parents, and serves as the referral agent to those offices and agencies.				
5.3	Defines and interprets the professional functions of student personnel specialists to administrators, teachers, parents and the public.				
Overall Rating for Standard 5					

*This column provides for one or more ratings. For example, an evaluatee might simply “*meet*” the performance criteria and that cell alone would be checked. Also, an evaluatee could “*meet*” the performance criteria yet “*need growth*” in a refinement/enrichment phase of professional growth; and two ratings would be checked. Likewise, one could “*not meet*” the performance criteria and “*need growth*”.

Evaluatee: _____ Agree with this summative evaluation
 _____ Disagree with this summative evaluation

_____	_____	_____	_____
Evaluatee’s Signature	Date	Evaluator’s Signature	Date

School Year _____
 Tenured _____
 Non-Tenured _____

**SUMMATIVE EVALUATION FOR
 STUDENT SERVICES DIRECTOR/DIRECTOR OF PUPIL PERSONNEL**

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, and other documentation.)

Evaluatee: _____

Date: _____

Evaluator: _____

Ratings

DPP Standards

1. Student Attendance
2. Court and Agency Liaison
3. Records and Reporting
4. Professional Growth
5. Health Services Liaison

Overall Rating

<u>Meets</u>	<u>*Does Not Meet</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Individual professional growth plan reflects a desire/need to acquire further knowledge/skills in the standard number(s) checked below:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: _____ Agree with this summative evaluation

_____ Disagree with this summative evaluation

Signature

Date

Opportunities for appeal processes at both the local and state levels are a part of Anchorage Public Schools Evaluation Plan.

Employment Recommendation to Central Office:

_____ Recommends for re-employment

_____ Does not recommend for re-employment

Evaluator's Signature

Date

Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704 KAR 3:345 Sections 7, 8, 9, and the local district plan

*Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.