Natomas Unified School District
Professional Goal Setting for Social Worker Position

Employee Name: ____________________________  Job Title: ____________________________

Employee Status: __________________________ Date: __________________________

School Site(s): __________________________________________

Supervisor: __________________________________________

Section 1: Standard Alignment: How will your work as a Social Worker meet your professional standards for the current school year.
Select any two standards that align to your specific job that you will specifically monitor and assess this year. Identify the evidence used to show that the standard was met.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Evidence of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Parent Communication: What methods do you plan to use to communicate student progress and behavior to parents? (Include frequency, format and follow through)</td>
</tr>
</tbody>
</table>

Section 2: Professional Growth Plan: Courses, workshops and other trainings/professional meetings that will improve your practice.
List all actions, courses, conferences, workshops, books, etc. that you will utilize to help you achieve each of your goals listed in Section 1.
### Appendix L

#### Goal

<table>
<thead>
<tr>
<th>Goal</th>
<th>Growth Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Attend a conference</td>
<td>Attend a conference/meeting/training that is aligned with your area of expertise and enhances your work in that profession, i.e. CASP, countywide social worker meetings, NASWconference, etc.</td>
</tr>
</tbody>
</table>

1.  

2.  

#### Section 3: Goal Implementation: Based on acquired training and meeting student needs.

Explain the various strategies and activities you will use throughout the year to accomplish each goal and the evidence you will gather to establish your accomplishment of each goal.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategies and Activities To Accomplish Goal</th>
<th>Evidence of Accomplished Goal</th>
</tr>
</thead>
</table>
| Example: | Develop IEP management system where timelines and IEP dates are clearly stated, create and organize IEP service logs, develop classroom/pull-out speech and language schedules and management techniques. | Posted rules/expectations in speech sessions  
IEP Timeline Organization System  
IEP Service/Speech Service Logs  
MAAR Billing Schedule and Records  
Classroom/Pull-Out Speech Schedule  
Parent Communication Logs  
Assessment Tracking System (annu/s/tri-annu)  
Counseling logs or therapy logs  
Health logs |

1.  

2.  

Section 4: Reflection

- At the close of the school year, write a paragraph reflecting on your Professional Growth for the entire year.
- Consider the success you achieved with each of the professional goals you selected at the beginning of the year.
- Assess the various strategies you used throughout the year, the growth plan you followed to achieve success, and the evidence you gathered to reflect your accomplishment.
- Evaluate the success you achieved with your two job specific standards you selected at the beginning of the year, your evidence of achievement.

Fall Meeting

Employee’s Signature  Date

Spring Meeting

Employee’s Signature  Date

Supervisor’s Signature  Date

Supervisor’s Signature  Date
Natomas Unified School District

Pre-Observation and Reflection Form - Social Worker

Social Worker Name:  
Supervisor:  
Observation Date:  

School Site(s):  

Section 1: Social Worker Outline (to be completed before observation)
Identify the social worker standard(s) that will be addressed in this session
Identify the objective(s)
Identify the strategies you chose to meet student needs
Identify the assessment data you will use to establish the goal

Section 2: Pre-Observation Meeting
1. How will you engage and support students?

2. How have you created an effective environment for student services? How are you maintaining that environment through this session?

3. How have you planned and provided for continuity of the coordinated social worker services program?

4. How are you meeting your goals as a Social Worker?
Reflection

To be completed after observation and submitted to administrator at least 48 hours prior to the Post-Observation Conference. Using student progress toward their Social Work goal(s), reflect on the level of student achievement and engagement in this session.
# Social Worker Formal Evaluation Form

**Natomas Unified School District**

## Employee Name _________________________________  
School Site(s) ______________________________

**Evaluator ______________________________________**  
**Date _____________________________________**

### Attendance, Dependability, Initiative, and Time Management:
- Reports for work on time and has good attendance.
- Completes appropriate amount of tasks relative to timelines and the requirements of the position.
- Is self-reliant in completing assignments.
- Offers suggestions and solutions for work improvements and problems.
- Embodies professionalism as social workers utilizing the standards outlined in the NASW Code of Ethics.

### OVERALL RATING FOR STANDARD:

<table>
<thead>
<tr>
<th>Meets District Standards</th>
<th>Approaching District Standards</th>
<th>Below District Standards</th>
</tr>
</thead>
</table>

### Evidence/Commendations/Recommendations:

### Professional Development:
- Participates in professional development.
- Attends district provided training held during working hours.
- Participate in state, school, local association meetings, conferences, and/or professional learning communities.
- Provide relevant training to sites that will meet the needs of the current student body. Including educating staff on the impacts of trauma on academic and behavioral performance.

### OVERALL RATING FOR STANDARD:

<table>
<thead>
<tr>
<th>Meets District Standards</th>
<th>Approaching District Standards</th>
<th>Below District Standards</th>
</tr>
</thead>
</table>

### Evidence/Commendations/Recommendations:
Monitoring and Data Management:

- Collaborate and participate in site level Mental Health team (In collaboration with site admin and school psychologist).
- Assist with maintaining data on sites “At-Risk Student’s List”.
- Monitor progress and outcomes of students on caseload/social work data sheet and at-risk list.
- Assist with managing and triaging mental health referrals.
- Meet with students on caseload regularly and document sessions.

OVERALL RATING FOR STANDARD:

<table>
<thead>
<tr>
<th>Meets District Standards</th>
<th>Approaching District Standards</th>
<th>Below District Standards</th>
</tr>
</thead>
</table>

Evidence/Commendations/Recommendations:

Adaptability, Judgment, Decision Making, and Service Delivery:

- Uses good assessment and decision-making skills in performing work assignments and duties.
- Identify and address the social emotional learning needs of members within the school community.
- Provides direct therapeutic intervention to students and families (individual and group counseling).
- Provides psychosocial assessment and diagnosis of behavioral disabilities with recommendation and/or environmental manipulation at the school, home and/or community level with periodic reevaluation.
- Attend multidisciplinary team meetings (504s, SSTs, IEPs).
- Attend monthly social worker meetings.
- Collaborate with school psychologists and/or counselors across all tier interventions.
- Conduct suicidal risk assessments, Threat Assessments, and respond to Go Guardian alerts.
- Report suspected child abuse to Department of Children and Family Services (DCFS).
- Educate staff on impacts of trauma on academic and behavioral performance.
- Support school sites in various initiatives, e.g., parenting classes and attendance interventions.

OVERALL RATING FOR STANDARD:

<table>
<thead>
<tr>
<th>Meets District Standards</th>
<th>Approaching District Standards</th>
<th>Below District Standards</th>
</tr>
</thead>
</table>

Evidence/Commendations/Recommendations:
Consultation, Linkage and Referral

- Provides consultation services to school personnel related to school connectedness, behavior, attendance, community outreach.
- Serves as liaison person between school, family, and community resources.
- Identifies and is knowledgeable of school and community resources to meet school and family needs.
- Establishes working relationships with community service agencies and providers.
- Makes appropriate referrals of families to public or private community resources.

OVERALL RATING FOR STANDARD:

<table>
<thead>
<tr>
<th>Meets District Standards</th>
<th>Approaching District Standards</th>
<th>Below District Standards</th>
</tr>
</thead>
</table>

Evidence/Commendations/Recommendations:

The employee’s signature does not necessarily indicate agreement with the evaluation rating or its content, but indicates that he/she has received a copy of the evaluation. The employee shall have ten (10) working days from receipt to attach a written response to an evaluation before it is placed in the employee’s personnel file.
Natomas Unified School District

Social Worker Summative Evaluation

Name: ___________________________ School Year: ___________________________

Assigned School Sites: ___________________________

Date of Summary Evaluation Conference: ___________________________

Temporary: ☐ | Probationary 1: ☐ | Probationary 2: ☐ | Permanent: ☐ | Other: ☐

<table>
<thead>
<tr>
<th>Professional Standards</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Dependability, Initiative, and Time Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring and Data Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adaptability, Judgment, Decision Making, and Service Delivery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation, Linkage and Referral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The completed Evaluator’s Formal Observation Forms, containing comments related to the five Standards must be attached to the Summative Evaluation page.

☐ Unsatisfactory   ☐ Needs Improvement   ☐ Satisfactory   ☐ Distinguished

Distinguished = at least 3 Innovating and no marks less than Integrating
Needs Improvement = 2 marks in Columns A and/or B
Unsatisfactory = 3 or more marks in Columns A and/or B

Evidence/Concerns/Recommendations/Affirmations/Comments:
<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Evaluator Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The employee’s signature does not necessarily indicate agreement with the evaluation rating or its content, but indicates that he/she has received a copy of the evaluation. The employee shall have ten (10) working days from receipt to attach a written response to an evaluation before it is placed in the employee’s personnel file.