

ST. JOHN PARISH SCHOOL SYSTEM
Professional School Nurse Evaluation Form

SJBP 131

Evaluatee: _____ School or Work Site: _____
 Evaluator: _____ Position: _____
 Evaluation Period: _____ Date of Evaluation: _____
 Total Number of Observations: _____ Conferences _____

Directions: Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below:

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

Satisfactory Meets expected levels of performance most of the time.
Needs Improvement Performance is below that expected by the St. John Parish School Board and deficiencies must be eliminated. Written documentation is required.
Unsatisfactory Performance is of such a serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

PERFORMANCE RESPONSIBILITIES	Rating	Comments
1. Serves as an advocate for the child		
2. Assesses and evaluates the health and developmental status of the pupils to identify physical disorders and other factors relating to the learning process and contributing significant information in order to modify the pupil's educational plans; participates in developing Health Service Plans and/or IEPs as appropriate.		
3. Maintains a comprehensive health history and health appraisal record system.		
4. Interprets the health and developmental assessment to parents, teachers, administrators, pupil appraisal personnel, and other professionals directly concerned with the pupil.		
5. Refers the pupil and his/her parent/guardian to appropriate community resources for necessary services.		
6. Maintains communication with parents and all involved community practitioners and agencies to promote needed treatment and secure reports of findings pertinent to educational planning.		
7. Assists in the control of communicable diseases through early detection, exclusion and reporting.		
8. Checks immunization status of each pupil and refers for insufficient level.		
9. Interprets medical and nursing findings appropriate to the student's individual education plan and makes recommendations to the professional personnel directly involved.		
10. Conducts inservice training and serves as a resource person to teachers and administrators. Provides student specific training for teachers and/or para-professionals in accordance with Bulletin 1909 (catheterization, tube feeding, etc.).		
11. Acts as a participant in implementing any section of a comprehensive health instruction curriculum for students by providing current scientific information regarding nutrition, preventive dentistry, mental health, genetics, prevention of communicable diseases, self-health care, consumer education and other areas of health.		

Copies: *White* – School Board Office *Canary* – Evaluator *Pink* - Evaluatee