

INSTRUCTIONAL OBSERVATION FORM

Social Worker: _____ School _____

Social Worker Signature _____

Observer _____

Lesson/Skills Addressed:

1. Knowledge

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

*It is an expectation that every Milwaukee Public School social worker demonstrates **knowledge** of*

- social work ethics
- program development & management skills
- social work modalities & procedures
- theories of human behavior & development
- models of school social work practice, multidisciplinary activities, public education legislation & due process

- a. demonstrates knowledge of psycho-dynamic concepts, family dynamics, individual personality adjustment patterns, group dynamics & community organization.
- b. demonstrates knowledge of community resources and ability to effectively use them on behalf of clients.
- c. demonstrates knowledge of goals, processes and legal requirements of the education system
- d. addresses students' diverse cultural, linguistic, racial and social class backgrounds.

2. Planning

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

*It is an expectation that every Milwaukee Public School social worker : **plans** in order to assure effective services that will enable children to benefit from their educational experiences and to maximize the use of available resources.*

- a. develops a written social services plan which is compatible with system initiatives, local school goals and plans as a result of identifying the need for service of individual children and target populations.
- b. implements written diagnostic plans that address the needs of individual students and the request for services.
- c. addresses needs, strengths, learning styles, and levels of achievement of students when working with students and their families.
- d. demonstrates good organizational skills in setting priorities and organizing time, energy and work loads to fulfill responsibilities and complete assignments with consideration of all legal mandates and request for services.
- e. establishes appropriate IEP goals.
- f. develops a plan of intervention or an alternative plan that will enhance the student's ability to benefit from their educational experience if the most suitable intervention is not available.

E = Exemplary
U = Unsatisfactory

C = Commendable
NA = Not Applicable

S = Some Evidence
NI = Needs Improvement
NO = Not Observed

3. School Social Work Skills

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:
utilizes **social work skills** commensurate with professional social work standards and ethics as outlined by NASW guidelines.

- a. provides both preventative and therapeutic services to children
- b. provides both preventative and therapeutic services to parents and families
- c. prepares professional written reports in a timely fashion
- d. effectively supervises school social work interns
- e. effectively supervises social work assistants
- f. selects and applies the most effective intervention methods and techniques to enhance the child's educational experience.
- g. gathers statistics and conducts research for developing and evaluating programs.
- h. conducts in-service training in areas of social work expertise
- i. provides case management services
- j. provides comprehensive and mandated services to student and families

4. High Expectations

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

*It is an expectation that every Milwaukee Public School social worker demonstrates **high expectations** for every student's*
-academic and social achievement
-establishes high expectations for every student's academic achievement and social development
expects every student to become a
- problem solver,
- critical thinker, and
- productive member of society.

- a. recognizes the uniqueness of each student and expects students to achieve
- b. communicates that students are expected to achieve at high levels
- c. engages students in the learning process by providing help, encouragement, and timely feedback
- d. encourages students to critically evaluate their role in the learning process
- e. empowers students to function as independent, cooperative, and responsible learners.

E = Exemplary

C = Commendable

S = Some Evidence NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

NO = Not Observed

5. Attitude

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:
projects a positive **attitude** about providing services to students, families and school staff and demonstrates belief in the potential of every student and that they convey this belief in words and actions.

- a. serves as a positive role model for all students
- b. demonstrates an ability to accept suggestions
- c. prepares for supervisory conferences
- d. uses supervisory assistance
- e. advocates on behalf of the uniqueness of individual, families, and cultures as an integral part of social work practice
- f. provides services to children and families within the context of multicultural understanding and sensitivities that enhance the families' support of the children's learning experiences
- g. presents a good professional appearance
- h. is reliable and punctual
- i. reflects confidence in his/her own ability to provide social work services

6. Climate

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:
assists in establishing a positive learning environment that is nurturing and that fosters
-mutual respect
-cooperation
-fairness

- a. promotes an environment that is safe, orderly and clean
- b. recognizes, values, and promotes a learning environment that reflects cultural, linguistic and racial diversity
- c. establishes procedures which empower students to function as independent, cooperative and responsible individuals
- d. participates in the identification of an solution to school problems
- e. provides appropriate assistance to school personnel in crisis situations

E = Exemplary

C = Commendable

S = Some Evidence NI = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

NO = Not Observed

7. Assessment

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:
develops appropriate **assessments** of student, family and systemic functioning

- a. systematically observes and assesses the needs, characteristics and interactions of children, families, and personnel in the school, as well as individuals and groups in the neighborhood and community
- b. collects appropriate information to document and assess aspects of biological, cultural, emotional, environmental, legal, medical, psychological and sociological factors that affect children's learning
- c. assesses the child's physical, cognitive and emotional development and family history
- d. assesses the effectiveness of one's interventions
- e. takes comprehensive social histories
- f. participates in the development of the child's individual educational plan according to departmental, state and federal guidelines
- g. consults with personnel of the school, community representatives, and children and families in the process of needs assessment

8. Communication

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:

communicates effectively with all students, administrators, parents, staff and community members

- a. communicates the expectation that students are capable of acceptable conduct
- b. consults with the classroom teacher to help the teacher better understand and work with particular children or to manage particular classes of children
- c. participates in staff conferences as appropriate
- d. maintains channels of communications with principals and teachers
- e. communicates with parents in a proactive and professional manner on an on-going basis
- f. encourages and promotes communication links to the community
- g. respects confidentiality of privileged information
- h. initiates and follows up on referrals and requests from outside agencies and private practitioners in a timely manner
- i. demonstrates and encourages respect for and sensitivity to students, staff and parents
- j. works cooperatively with colleagues

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NA = Not Applicable

S = Some Evidence
NI = Needs Improvement
NO = Not Observed

9. Collaboration

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:

helps to ensure the overall successful operation of the school by **collaborating** with staff, parents, and community members (including agencies)

- a. encourages and welcomes parents to participate in their child's learning and social activities
- b. communicates with parents on an on-going basis and provides suggestions for available parent resources
- c. interprets school social work services to the community
- d. uses community resources to enhance the quality of learning and to promote and support the school's goals
- e. meets with other teachers to identify solutions to problems affecting the teaching and learning of students
- f. involves other support staff when special needs of students must be addressed
- g. interacts effectively and professionally with co-worker and team members
- h. participates on the collaborative support team, multidisciplinary and IEP team in order to provide comprehensive and mandated services to students and families
- i. works in collaboration with other systems and agencies to coordinate services in the most efficient model of practice
- j. collaborates with community agencies in school-linked service projects or other programs to solve specific problem situations or to develop new resources for children and their families

10. Professional Growth

E C S NI U NA NO

Comments/Concerns/Commendations/Recommendations

It is an expectation that every Milwaukee Public School social worker:

- grows professionally** through critical reflection based on self-assessment and input from a variety of sources such as
- peers,
 - administrators,
 - students,
 - teachers, and
 - parents
- participates in staff development activities

- a. sets professional goals designed to improve and/or expand SSW role and skill level
- b. engages in activities, such as continuing education classes, in-service classes, professional reading or participation in professional organizations
- c. demonstrates a commitment to professional excellence
- d. engages in professional activities such as action research and the buddy social work program that will assist in personal growth.

E = Exemplary	Performance is noticeably outstanding in the identified area. The teacher could serve as a role model in this area.
C = Commendable	Performance is strong in the identified area.
S = Some Evidence	There is some evidence that the teacher fulfills this expectation.
NI = Needs Improvement	Performance needs improvement in the identified area. Improvement may be accomplished with intervention.
U = Unsatisfactory	Performance is noticeably deficient and not acceptable. The teacher needs <u>significant</u> improvement which requires formal intervention.
NA = Not Applicable	
NO = Not Observed	