

**ONC BOCES
ANNUAL PROFESSIONAL PERFORMANCE REVIEW
OCCUPATIONAL & PHYSICAL THERAPIST EVALUATION FORM**

Name: _____ Date: _____

Position: _____ Location Observed: _____

1. Content Knowledge

Rating

Notes

a.	The therapist demonstrates a thorough knowledge of his/her field.		
b.	The therapist maintains competence in technology related to his/her field.		

2. Preparation

Rating

Notes

a.	The therapist establishes goals that appropriately reflect the students' goals/needs.		
b.	The therapist selects intervention activities that match therapy.		
c.	The therapist demonstrates appropriate preparation employing the necessary pedagogical practices to support intervention services.		
d.	The therapist demonstrates initiative in locating and/or creating intervention materials that support the students' goals.		
e.	The therapist maintains an awareness of student safety.		

Rating Scale: 1. Exceeds Expectations, 2. Meets Expectations, 3. Needs Improvement, 4. Unsatisfactory, 5. Not Applicable

3. Instructional Delivery/Student Mgmt *Rating**Notes*

a.	The therapist demonstrates delivery of service that results in appropriate therapist/student interaction and meaningful interventions resulting in student progress.		
b.	The therapist utilizes planning and intervention techniques that facilitate the acquisition of skills.		
c.	The therapist demonstrates management skills, including but not limited to: presenting stimulating and well organized interventions, providing timely feedback to students, adjusting the pace of service delivery, maintaining on-task behavior, and monitoring student behavior.		
d.	The therapist demonstrates an understanding and appreciation of diversity, and encourages a regard for the rights and feelings of others.		

4. Student Assessment*Rating**Notes*

a.	The therapist implements assessment techniques based on appropriate therapy standards designed to measure student progress.		
b.	The therapist assesses student performance using both formal and informal assessment techniques.		

5. Data Analysis*Rating**Notes*

a.	The therapist regularly collects student data to measure progress.		
b.	The therapist is able to articulate a child's progress using data.		
c.	The therapist maintains required therapy records and statistics, including IEP/Medicaid information.		

Rating Scale: 1. Exceeds Expectations, 2. Meets Expectations, 3. Needs Improvement, 4. Unsatisfactory, 5. Not Applicable

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6. Collaboration/Communication*Rating**Notes*

a.	The therapist develops effective collaborative relationships with students.		
b.	The therapist fosters necessary and appropriate communication/collaboration with other team members.		
c.	The therapist instructs team members as needed.		
d.	The therapist participates in therapy program planning, as evidenced by...		

7. Professional Responsibilities*Rating**Notes*

a.	The therapist completed, achieved, improved or changed what was identified from the last employee performance review.		
b.	The therapist participates in/provides regular professional development related to his/her annual goals or suggested improvements.		
c.	The therapist maintains current knowledge of his/her field. Provide a list of the last three articles read, and/or other professional development opportunities.		
d.	The therapist demonstrates punctuality and good attendance.		
e.	The therapist adheres to ethical standards.		
f.	The therapist accepts constructive criticism and implements suggestions.		
g.	The therapist acts in a confidential and professional manner at all times.		
h.	The therapist demonstrates professional responsibilities such as attending BOCES meetings, and school district-sponsored meetings as needed.		
i.	The therapist completes all paperwork on time and thoroughly.		

Rating Scale: 1. Exceeds Expectations, 2. Meets Expectations, 3. Needs Improvement, 4. Unsatisfactory, 5. Not Applicable

8. Additional Notes

Signature of Itinerant & Related Services Supervisor

Date

Signature of Itinerant & Related Services Therapist

Date

Rating Scale: 1. Exceeds Expectations, 2. Meets Expectations, 3. Needs Improvement, 4. Unsatisfactory, 5. Not Applicable