INSTRUCTIONAL OBSERVATION FORM

Social Worker:______________________________  School______________________________

Social Worker Signature__________________________________________________________

Observer _____________________________________________________________

Lesson/Skills Addressed:

1. Knowledge

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

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.
3. School Social Work Skills

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

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 proc
e. empowers students to function as independent, cooperative, and responsible learners.
### 5. Attitude

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.
- serves as a positive role model for all students
- demonstrates an ability to accept suggestions
- prepares for supervisory conferences
- uses supervisory assistance
- advocates on behalf of the uniqueness of individual, families, and cultures as an integral part of social work practice
- 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
- presents a good professional appearance
- is reliable and punctual
- reflects confidence in his/her own ability to provide social work services

### 6. Climate

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

### 7. Assessment

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

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E = Exemplary  C = Commendable  S = Some Evidence  NI = Needs Improvement  U = Unsatisfactory  NA = Not Applicable  NO = Not Observed

Comments/Concerns/Commendations/Recommendations
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

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<th>C</th>
<th>S</th>
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It is an expectation that every Milwaukee Public School social worker:

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

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### 9. Collaboration

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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

 worsts 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.

<table>
<thead>
<tr>
<th>E</th>
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<th>Performance is noticeably outstanding in the identified area. The teacher could serve as a role model in this area.</th>
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<tbody>
<tr>
<td>C</td>
<td>Commendable</td>
<td>Performance is strong in the identified area.</td>
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<tr>
<td>S</td>
<td>Some Evidence</td>
<td>There is some evidence that the teacher fulfills this expectation.</td>
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<tr>
<td>NI</td>
<td>Needs Improvement</td>
<td>Performance needs improvement in the identified area. Improvement may be accomplished with intervention.</td>
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<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Performance is noticeably deficient and not acceptable. The teacher needs significant improvement which requires formal intervention.</td>
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