



# Exchange Conference Report Form

School Social Worker \_\_\_\_\_ School \_\_\_\_\_

Exchange Conference Date \_\_\_\_\_ Probationary Period From \_\_\_\_\_ To \_\_\_\_\_

Tenured: ☐ Yes ☐ No

Evaluation Option ☐ \_\_\_\_\_

**Review of Evaluation Criteria:** Please circle the criteria which were discussed at the Exchange Confer-

## **I. Student Development**

- A. School social workers shall demonstrate knowledge of student development, an understanding and appreciation of diversity, and the regular application of developmentally appropriate strategies in working with students/teachers.
- B. Develop long-range plans consistent with the School Improvement Plan and the learning needs of students.
- C. Design and implement group activities that are integrated with the curriculum to reflect the state standards and district strategic plan including character education, pro-social skills, and diversity initiatives.
- D. Respond effectively to individual student and family needs.
- E. Help children develop educational goals.

## **II. Supporting a Learning Community**

- A. ***Promote Understanding of Children to Teachers***  
Promote understanding of children's behavior to their teachers, giving suggestions for management, assessment, and appropriate referral, to help teachers recognize and appropriately deal with attitudes, expectations, and value differences.
- B. ***Liaison Between Families/Community Agencies***  
To assess family needs and problems, making referrals to community agencies and encouraging and supporting families in the use of these services.
- C. ***Leadership and Policy Making***  
To assist in formulating and implementing school policy and programs.

## **III. Communication**

- A. Demonstrates effective use of interpersonal and written skills in communicating with students, colleagues, and peers.
- B. Communicates regularly with families and addresses concerns in a timely and sensitive manner. Interprets school expectations to children and parents to elicit support, cooperation, and understanding.
- C. Maintains and routinely updates professional records appropriate to assignment.
- D. Uses research concepts and materials including technology to inform students and parents of available resources.

- E. Interprets children's behavior to their teachers, giving suggestions for management, assessment, and appropriate referral to help teachers recognize and appropriately deal with attitudes, expectations, and value differences.
- F. Describes the range of services available from the school social worker, establishing procedures for their usage.

## **IV. Ethical and Professional Responsibilities**

- A. Follows the standards of ethical conduct as put forth by recognized national professional organizations.
- B. Is punctual and regular in attendance and demonstrates a willingness to extend self beyond minimal requirements.
- C. Works collaboratively with parents, teachers, administrators, and other staff and community resources.
- D. Enhances student achievement and ensures a safe and secure learning environment.
- E. Offers help and support to students and families, clarifying developmental needs and diagnosing problems.
- F. Provides a therapeutic relationship to children, either individually or in groups, so that their needs are met and problems are managed or resolved and behavior change is promoted.

## **V. Professional Development – Contributes to Professional Growth Plan**

- A. Is able to evaluate his/her professional growth on a regular basis. Based on such an evaluation, extend knowledge and continually learn about current developments and research in the fields related to social work practice.
- B. Is able to incorporate supervisory suggestions into his/her professional behavior.
- C. Demonstrates a thorough knowledge and application of social work practices and techniques.
- D. Articulates areas of strength, as well as areas that need additional focus, in order to maximize student achievement.
- E. Discusses professional practices with peers.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Social Worker

\_\_\_\_\_  
Date