



Exchange Conference Report Form

Occupational/Physical Therapist _____ School _____

Exchange Conference Date _____ Probationary Period From _____ To _____

☐ Permanent ☐ Provisional

Evaluation Option ☐ _____

Review of Evaluation Criteria: Please circle the criteria which were discussed at the Exchange Conference.

I. Planning and Designing Instruction

A. Student Development

The occupational therapist/physical therapist will set appropriate and attainable Individualized Education Plan goals to support the student in meeting the NYS Learning Standards.

B. Content Knowledge

The occupational therapist/physical therapist will incorporate learning experiences during therapy sessions to support the students' educational goals.

C. Preparation

The occupational therapist/physical therapist will provide a therapeutic, goal-oriented environment to facilitate the student's potential while utilizing the space and equipment available for therapy sessions.

II. Instruction

A. Instructional Delivery

The occupational therapist/physical therapist will demonstrate therapeutic intervention and strategies that are relevant to the individual educational needs of the student and give appropriate feedback of the student's performance.

B. Classroom Management

The occupational therapist/physical therapist will consider the student's academic schedule when planning a therapy schedule. Behavior management techniques should be consistent with the classroom teacher's approach.

II. Instruction – contd.

C. Student Assessment

The occupational therapist/physical therapist will provide a comprehensive assessment of the student, utilize appropriate evaluation tools, and effectively communicate and interpret the evaluation results to parents and colleagues.

III. Professional Responsibilities

A. Collaboration

The occupational therapist/physical therapist will demonstrate effective use of interpersonal skills in communicating with students, colleagues, and parents as well as act as a liaison between medical and community agencies to effectively service the needs of children.

B. Professional Qualities

The occupational therapist/physical therapist will follow the standards of ethical conduct as put forth by recognized national professional organizations. He/she will also maintain a current NYS licensure through the NYS Education Department Office of the Professions.

C. Reflective and Responsive Practice

The occupational therapist/physical therapist will evaluate his/her current professional growth on a regular basis and pursue appropriate professional development activities to maintain or improve effectiveness.

Signature of Administrator

Date

Signature of Therapist

Date