**San Jose∙Evergreen Community College District**

OBSERVATION FORM FOR CASE MANAGER FACULTY

**FACULTY MEMBER’S NAME:**

**Evaluator:** **Date**:

**RATING SCALE:**

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

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| Distinguished Performance – exceeds the requirements of the assignment. The evaluation shall include notations of exceptional performance. |
| Proficient Performance – meets the requirements of the assignment. The evaluation may include notations of exceptional performance. |
| Needs Improvement – does not fully meet the requirements of assignment. The evaluation shall include notations of areas to be improved. |
| Does Not Meet the Requirements of Assignment- This rating indicates that the Observer does not reasonably expect the evaluatee to improve.The evaluation shall include specific areas of unsatisfactory performance. |

**JOB PERFORMANCE:**

**Case Manager Faculty**

**RATING COMMENTS**

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| 1. Is receptive to students and creates an effective counseling environment. |  |  |
| 1. Listens well and provides opportunities for students to express their concerns. |  |  |
| 1. Develops and implements mental health services programs that benefit the college community |  |  |
| 1. Develops and provides student resources that contribute to mental health and educational success. 2. Oversees case management/support coordination process. |  |  |
| 1. Demonstrates knowledge of legislation and regulations that impact mental health services; collects appropriate data for reporting purposes. |  |  |
| 1. Provides leadership and runs assigned programs effectively. |  |  |
| 1. Researches questions brought by students, faculty, and staff or directs students to appropriate sources of information. |  |  |
| 1. Communicates information clearly, concisely, and effectively. 2. Demonstrates knowledge of District and College policies and procedures affecting students. 3. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities. |  |  |
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TA’d 2017-2018 AY, Rev. 20232-2024 AY