

LAKEWOOD PUBLIC SCHOOLS
Special Services
Child Study Team Case Manger
Formal Observation Summary Form
Board Approved 8/26/2020

Case Manager:

Discipline:

School:

Tenured: Non-Tenured:

Date of Observation:

Observation Number ____ for 2020-21

Time:

Announced____ Unannounced_____

Pre- Conference:

Post- Conference:

Evaluator: Michelle Rosciano-DiPietro, MSED Supervisor of Child Study Team

OBSERVATION SUMMARY

Meeting Type:

Summary:

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OBSERVATION SCORING SUMMARY FORM

Domain 1: Planning and Preparation

Domain 3: Case Management

Domain 2: Meeting Environment

Domain 4: Professional Responsibilities

Rating for each Domain: **Unsatisfactory; Basic; Proficient; Distinguished**

SIGNATURES

Michelle Rosciano-DiPietro, MSED
Supervisor of Child Study Team

*Case Manager's Signature

Case Manager's Name and Title

Witness Name

****Signature of Witness**

Date

*Signature of Case Manager indicates receipt of evaluation and does not indicate approval or disapproval.

** Witness's signature may be needed in particular circumstances.

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DOMAIN 1: PLANNING AND PREPARATION

COMPONENTS	Unsatisfactory	Basic	Proficient	Distinguished
1a: Demonstrating Knowledge of Local, State, and Federal regulations, and of Academic, Emotional, and Behavioral supports within and beyond the school and District				
1b: Demonstrating Knowledge of child and adolescent development, learning, and psychopathology				
1c: Reviews students' academic progress in the recommended program Annually				

Domain 1 PLANNING AND PREPARATION EVIDENCE:

RECOMMENDATIONS:

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DOMAIN 2: MEETING ENVIRONMENT

COMPONENTS	Unsatisfactory	Basic	Proficient	Distinguished
2a: Creating an Environment of Respect and Rapport, that promotes Collaboration				
2b: Establishing a Positive Culture of Communication with Students, Parents, the IEP Team, Staff, and Administration				
2c: Demonstrates Knowledge of Established Procedures for Referrals and is able to Maintain Procedures for Referrals				
2d: Establishing Standards of Conduct in Evaluation and Counseling environment				
2e: Organizing physical space for Evaluation, Counseling, and Meetings				

Domain 2: MEETING ENVIRONMENT EVIDENCE:

RECOMMENDATIONS:

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DOMAIN 3: CASE MANAGEMENT

COMPONENTS	Unsatisfactory	Basic	Proficient	Distinguished
3a: Responding to referrals; consulting students, parents, the IEP Team, staff, and administration				
3b: Interpreting and Collaborating Regarding Data and Assessments to Facilitate Effective Instructional Decision Making During Initial Eligibility Meetings; Re-evaluation Eligibility Meetings; and Annual Reviews				
3c: Demonstrating Flexibility, Adaptability, and Responsiveness When Working with Staff, Students, and Parents				
3d: Considering Possible Interventions and Instructional Supports Based on Students' needs to Maximize Students' Likelihood of Success				
3e: Maintaining Contact with Physicians and Community Mental Health Service Providers				
3f: Demonstrates Preparation of All Pertinent Paperwork for Annual Review Meetings; Re-evaluation Planning Meetings; Re-evaluation Eligibility Meetings; and Initial Eligibility Meetings				
3g: Maintaining timelines as per New Jersey Administrative Code 6A:14				

Domain 3 CASE MANAGEMENT EVIDENCE:

RECOMMENDATIONS:

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DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

COMPONENTS	Unsatisfactory	Basic	Proficient	Distinguished
4a: Reflecting on Practice				
4b: Communicating with Families				
4c: Maintaining accurate records				
4d: Participating in a Professional Community				
4e: Engaging in Professional Development				
4f: Showing professionalism, including Integrity, Advocacy, and Maintaining Confidentiality				

Domain 4 PROFESSIONAL RESPONSIBILITIES EVIDENCE:
RECOMMENDATIONS:

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DOMAIN 1: PLANNING AND PREPARATION

10% Weighted

COMPONENTS	Exact Score
1a: Demonstrating Knowledge of Local, State, and Federal regulations, and of Academic, Emotional, and Behavioral supports within and beyond the school and District.	
1b: Demonstrating Knowledge of child and adolescent development, learning, and psychopathology	
1c: Reviews students' academic progress in the recommended program Annually	

DOMAIN 2: MEETING ENVIRONMENT

40% Weighted

COMPONENTS	Exact Score
2a: Creating an Environment of Respect and Rapport, that promotes Collaboration	
2b: Establishing a Positive Culture of Communication with Students, Parents, the IEP Team, Staff, and Administration	
2c: Demonstrates Knowledge of Established Procedures for Referrals and is able to Maintain Procedures for Referrals	
2d: Establishing Standards of Conduct in Evaluation and Counseling environment	
2e: Organizing physical space for Evaluation, Counseling, and Meetings	

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DOMAIN 3: CASE MANAGEMENT **40% Weighted**

COMPONENTS	Exact Score
3a: Responding to referrals; consulting students, parents, the IEP Team, staff, and administration	
3b: Interpreting and Collaborating Regarding Data and Assessments to Facilitate Effective Instructional Decision Making During Initial Eligibility Meetings; Re-evaluation Eligibility Meetings; and Annual Reviews	
3c: Demonstrating Flexibility, Adaptability, and Responsiveness When Working with Staff, Students, and Parents	
3d: Considering Possible Interventions and Instructional Supports Based on Students' needs to Maximize Students' Likelihood of Success	
3e: Maintaining Contact with Physicians and Community Mental Health Service Providers	
3f: Demonstrates Preparation of All Pertinent Paperwork for Annual Review Meetings; Re-evaluation Planning Meetings; Re-evaluation Eligibility Meetings; and Initial Eligibility Meetings	
3g: Maintaining timelines as per New Jersey Administrative Code 6A:14	

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES **10% Weighted**

COMPONENTS	
4a: Reflecting on Practice	
4b: Communicating with Families	
4c: Maintaining accurate records	
4d: Participating in a Professional Community	
4e: Engaging in Professional Development	
4f: Showing professionalism, including Integrity, Advocacy, and Maintaining Confidentiality	