

Division of Alcohol and Drug Abuse Programs, Vermont Department of Health
Student Assistance Program
1/28/08

SAP Evaluation Survey

Rating Categories and Definitions:

- 0** No significant opportunity to evaluate or not applicable
- 1** Unacceptable (unsatisfactory, never or rarely meets criteria)
- 2** Improvement needed (inconsistency in meeting required or expected standards of position; considerable supervision and/or learning needed for satisfactory performance)
- 3** Acceptable (meets expected standards and requirements most of the time)
- 4** Very Good (consistently meets expected standards and requirements; performance is very good in both quality and quantity)
- 5** Outstanding (performance consistently exceeds expected standards and requirements over a sustained period)

Section One: Principle Duties and Responsibilities

Develop and administer an effective referral process within the school system and/or community venue. Develop tracking and follow up system for youth with school alcohol and drug policy violations.

Provide school personnel with formal and informal education on recognizing and responding to alcohol and drug related behavior problems.

Develop and deliver presentations to student, teacher, and parent groups.

Provide individual and/or group support and psycho-educational services regarding alcohol, tobacco, and other drugs to youth within the designated school system.

Conduct informal screening of students referred to the student assistance program and make assessment recommendations followed by appropriate referrals to internal and/or external resources.

Participate in weekly group and/or individual supervision.

Maintain appropriate data collection using ASAP VT tracking, monthly statistical and follow up forms and any documentation required by the school. Distribute data in a timely fashion.

Comments:

Section Two: Quality of Work Performed

Job Knowledge: Has appropriate breadth and depth of knowledge for job performance; exhibits understanding of agency mission and values; display operation understanding of other programs where interaction may occur; seeks and is open to new learning and growth in own field.

Task Completion: Accomplishes volume of work expected, and within appropriate time frame; takes responsibility for generating own workload; is able to work on several things at once.

Attendance and Punctuality: Is reliable with attendance, is consistently on time for work and meetings.

Organization: Establishes appropriate priorities; works in an orderly, systematic and efficient manner to accomplish goals with available resources.

Communication: Expresses needs appropriately; listens actively and effectively; shares objective information clearly and appropriately; records and reports data efficiently, effectively and in a timely manner.

Problem-Solving: Anticipates problems and plans accordingly; remains effective during crisis; takes problems to higher levels when appropriate; takes responsibility for own actions and decisions; applies effective solutions to other problems.

Judgment: Makes decisions consistent with established practice; makes logical and timely decisions; responds appropriately to work-related crisis situations; performs responsibilities with appropriate reliance on supervision; works in compliance with Agency and Professional ethics.

Display and Respect for Diversity: Demonstrates an understanding of and sensitivity to issues of diversity, multiculturalism and social justice.

Limit Setting: Demonstrates ability to establish clear goals and professional boundaries; manages job-related stress in a healthy and professional manner.

Use of Supervision: Participates actively in supervision and is open to feedback; takes responsibility for own learning and use of supervision; prepares and prioritizes items to bring to supervision.

Team Work: Works collaboratively with peers, supervisor and other managers, and community contacts; is able to maintain positive interactions in team undertakings or tasks.

Dependability: Observes Agency Policies and procedures; keeps supervisor informed of activities and/or problems; is fully accountable for use of time; is flexible and adaptable.

Comments: