

## SUPERVISOR EVALUATION FORM

Supervisor's Name: \_\_\_\_\_

Completed :  January  June

Instructions: to insure the quality of supervision provided to you as an SLPA please respond to the following items.

<b>INITIAL ITEMS</b>	<b>RESPONSE</b> ( check the appropriate response)								
<b>My Supervisor:</b>									
1. provided me a copy of the <i>WVDE Guidelines for Use of Assistants in WV Public Schools</i> .	Yes <input type="checkbox"/> No <input type="checkbox"/>								
2. explained my duties as an SPLA.	Yes <input type="checkbox"/> No <input type="checkbox"/>								
<p><b>Please rate each subsequent item according the rating scale that follows.</b>  <b>1 = Yes; 2 = No; 3 = Sometimes; NA = Not Applicable</b></p>									
<b>ONGOING ITEMS</b>	<b>RATING</b> (circle the appropriate response)								
<b>My supervisor:</b>									
1. explained to me the type of documentation that is necessary to use for each therapy session.	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><b>Sometimes</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">NA</td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>		1	2	3	NA
<b>Yes</b>	<b>No</b>	<b>Sometimes</b>							
1	2	3	NA						
2. provided me with frequent, constructive verbal and/or feedback about my performance	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><b>Sometimes</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">NA</td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>		1	2	3	NA
<b>Yes</b>	<b>No</b>	<b>Sometimes</b>							
1	2	3	NA						
3. used a variety of ways of providing feedback to me about my performance e.g. verbal, written, rating scale, videotape of the session, suggested self-evaluation, etc.	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><b>Sometimes</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">NA</td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>		1	2	3	NA
<b>Yes</b>	<b>No</b>	<b>Sometimes</b>							
1	2	3	NA						
4. followed the suggestions in the <i>WVDE Guidelines for Use of Assistants in WV Public Schools</i> regarding supervision (i.e. minimum of 30% weekly; 20% direct supervision during the first 90 days of employment and minimum of 10% after the 90 day period) .	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><b>Sometimes</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">NA</td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>		1	2	3	NA
<b>Yes</b>	<b>No</b>	<b>Sometimes</b>							
1	2	3	NA						
5. followed the suggestions in the <i>WVDE Guidelines for Use of Assistants in WV Public Schools</i> regarding indirect supervision (i.e. maximum of 10% indirect supervision during the first 90 days of employment and a maximum of 10% after the 90 day period).	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><b>Sometimes</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">NA</td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>		1	2	3	NA
<b>Yes</b>	<b>No</b>	<b>Sometimes</b>							
1	2	3	NA						
6. supervised me more frequently & gave me specific suggestions if I requested it or needed it.	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Yes</b></td> <td style="width: 25%;"><b>No</b></td> <td style="width: 25%;"><b>Sometimes</b></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">NA</td> </tr> </table>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>		1	2	3	NA
<b>Yes</b>	<b>No</b>	<b>Sometimes</b>							
1	2	3	NA						

7. was always accessible in person, telephone, or pager during the time I worked with clients.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
8. showed appropriate courtesy & respect for me.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
9. answered questions about clinical matters satisfactorily.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
10. was knowledgeable about clients, their communication disorders, and the therapy process in general.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
11. communicated effectively with me.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
12. explained clinical procedures effectively.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
13 encouraged me to participate in continuing education activities.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA
14. showed effective supervisory skills.	<b>Yes</b> 1	<b>No</b> 2	<b>Sometimes</b> 3	NA

**Comments:** (Please include meaningful comments regarding strengths and suggestions for improvement in the space below.)

Mail form to Kathryn Knighton, Program Coordinator upon completion in January and June.