



New York City Department of Education  
 Division of Human Resources  
 Office of Appeals and Reviews  
 65 Court Street, Brooklyn, New York 11201  
 BE/DOP 9955B (5/87) pers d1 (Replaces OP11B)

**ANNUAL PROFESSIONAL PERFORMANCE  
 REVIEW AND REPORT ON PROBATIONARY  
 SERVICE OF SCHOOL BASED SUPPORT  
 TEAM MEMBERS**

Employee's Name		License				File Number									
Employee's Complete Home Address (Number and Street)						Apt. No.		Social Security Number							
City			State			Zip Code			TENURED		PROBATIONER		SUBSTITUTE		
Current Salary Rate		For Probationers: Date of Appointment				Date of Completion of Probation									
\$		(Jarema Credit does not apply)													
School						Borough				District					
Late ness	First Year				Second Year				Third Year				Days in CAR	Or Bor- Rowed Days	Sub stitute Service No. of Days
	Times No.	Time Lost			Times No.	Time Lost			Times No.	Time Lost					
		Days	Hrs.	Min		Days	Hrs	Min		Days	Hrs	Min			
Absence (Exclude Non- Attend ance)															

NOTE: For reports on probationers, complete 1 to 3 years as applicable. For all other personnel use First Year to denote current year.

**Section I – REPORT BY PRINCIPAL OR OTHER APPROPRIATE SUPERVISOR:**

Comments (as checked. N/A indicates "Not Applicable.")			Satis factory	Unsatis factory	Additional Comments
<b>A. PERSONAL AND PROFESSIONAL QUALITIES</b> 1. Attendance and Punctuality 2. Personal Appearance 3. Voice, speech and use of English 4. Professional attitude and professional growth 5. Supportive relationships with students and parents 6. Resourcefulness and initiative					
<b>B. SBST ACTIVITIES</b> 1. Parent rights explained and appropriate consent obtained. 2. Analysis and interpretation of assessment data 3. Translates assessment findings into educationally relevant goals and objectives 4. Ability to develop appropriate IEP long term and short term goals 5. Participation in Educational Planning Conferences 6. Related service goals consistent with IEP recommendations 7. Appropriateness and flexibility of counseling approaches 8. Assessment reports 9. Participation in school and relevant community activities 10. Participation in consultation and recommendation activities 11. Records and reports completed in an accurate and timely manner 12. Effective scheduling of time.					
<b>C. INTERPERSONAL RELATIONSHIPS</b> 1. Rapport with pupils 2. Maintenance of good relations with school staff 3. Effort to establish and maintain good relationships with parents 4. Relationships with other pupil personnel workers					
D. Additional Remarks (additional sheets, signed and acknowledged may be attached):					

**Section 2 – PERFORMANCE EVALUATION**

OVERALL EVALUATION S,U,D (D for first year probation only)	<input type="checkbox"/>	SIGNATURE OF PRINCIPAL (If other, give title)	ACKNOWLEDGEMENT OF EMPLOYEE I have received this report on:
For the period:		_____ Date	_____ Date Signature of Employee
From to			

