

Mathews Local School District
Speech Language Pathologist Observation Checklist

Name: _____

Building: _____

I. SLP Observation: Date: _____ Time: _____

- _____ Working with students
- _____ Working with parents
- _____ Working with teachers
- _____ Scheduling
- _____ Speech language role in the classroom
- _____ Writing evaluations and IEPs
- _____ Performing speech language evaluation
- _____ Checking student progress
- _____ Other _____

A. SLP Performance	I	D	S	A
1. Organizes speech language program	_____	_____	_____	_____
2. Coordinates SLP services with school personnel	_____	_____	_____	_____
3. Maintains records/prepares reports	_____	_____	_____	_____
4. Works with students	_____	_____	_____	_____
5. Makes referrals when necessary	_____	_____	_____	_____
6. Demonstrates knowledge of federal/state policies	_____	_____	_____	_____
7. Completes records for 3 rd party reimbursement	_____	_____	_____	_____
8. Conducts speech language/hearing screenings	_____	_____	_____	_____
9. Administers/analyzes & interprets diagnostic information	_____	_____	_____	_____
10. Writes IEPs/evaluation reports & IATs	_____	_____	_____	_____
B. SLP Area Management				
1. Room is conducive to education	_____	_____	_____	_____
2. Materials are current and compliant	_____	_____	_____	_____
3. Records are kept private and orderly	_____	_____	_____	_____

SLP Observation Checklist – Page 2

II. Professional Qualities

	I	D	S	A
A. Is punctual	_____	_____	_____	_____
B. Cooperates/collaborates with staff	_____	_____	_____	_____
C. Cooperates with administration	_____	_____	_____	_____
D. Records and reports are kept up to date	_____	_____	_____	_____
E. Contributes to IAT/IEP and ETR meetings	_____	_____	_____	_____
F. Uses variety of delivery models i.e. classroom intervention, pullout, consultation	_____	_____	_____	_____
G. Works cooperatively with parents	_____	_____	_____	_____
H. Fosters good school/community relations	_____	_____	_____	_____
I. Collaborates/obtains data from outside agencies	_____	_____	_____	_____

III. Personal Qualities

A. Personal appearance is conducive to the educational process	_____	_____	_____	_____
B. Displays positive attitude toward school environment	_____	_____	_____	_____
C. Demonstrates effective written and oral communication	_____	_____	_____	_____

I = Ineffective

D= Developing

S= Skilled

A= Accomplished

Mathews Local School District
Speech Language Pathologist Appraisal Report

Name: _____

Building: _____

Directions: Comments in each area are to be written in by the appraiser, compiles from the Observation Checklist.

I. SLP Observation

A. SLP Performance: _____

Recommendations: _____

B. SLP Area Management: _____

Recommendations: _____

II. Professional Qualities: _____

Recommendations: _____

III. Personal Qualities: _____

Recommendations: _____

IV. General Comments: _____

Overall Rating (Check One): Outstanding Satisfactory
 Needs Improvement Unsatisfactory

Date of Conference: _____

Appraiser's Signature: _____

To Be Checked By the SLP:

I concur with the Appraisal I do not concur with the Appraisal

The SLP has the right to attach comments to the Appraisal.

SLP's Signature _____