

SPECIAL EDUCATION RESOLUTION CENTER
OKLAHOMA STATE UNIVERSITY
HEARING OFFICER PERFORMANCE EVALUATION

Actv. Committee Aff.

5/12/06

Rating Period _____

- Annual
- Probation
- Interim

Name _____ Job Title _____

Evaluator _____ Date _____

Job Description (to be completed by hearing or appeal officer)

Job Accomplishments (to be completed by hearing or appeal officer)

Training:

Management skills:

Promptly responds to SERC contact.
Copies SERC on all correspondence with the parties.
Keeps a good record of hearing activities (Keeps documents with original signature, complete correspondence file, etc)
Keeps SERC informed regarding the case activities.
Transmits a complete record to SERC
Timely transmits the record to SERC.

Promptly responds to Party contact.

Clearly communicated Officer's expectations of the Parties at the outset of the process.

Properly manages pre-hearing process.

Used clear understandable language in written and verbal communications.

Controlled the proceeding - starting on time and maintaining order.

Clearly communicated directions to the parties for arranging the pre-hearing conferences.

Analyzed issues and problems identified and separated issues for resolution and for determination.

Properly manages the hearing process.

Used clear understandable language in written and verbal communications.

Controlled the proceeding - starting on time and maintaining order.

Clearly communicated directions to the parties for arranging the hearing location, dates and times.

Professional Demeanor:

Displays a professional demeanor to SERC.

Demonstrates a positive attitude in performance of duties.

Demonstrates loyalty to the aims of SERC and to maintaining the integrity of the hearing system.

Displays willingness to accept assignments.

Displays a professional demeanor to Parties.

Actively and attentively listened.

Appeared unbiased and treated both parties fairly and impartially.

Knowledge and Training :

Possesses knowledge of and the ability to understand Federal and State law, regulations and legal interpretations in accordance with standard legal practice.

Displayed the ability to understand the issues of the dispute.

Displayed the ability to understand the material presented.

Displayed knowledge of the rules and procedures involved in special education matters.

Was able to analyze problems and identify key issues.

Possesses the knowledge and ability to conduct hearings in accordance with standard legal practice.