

Jerome School District Instructional Specialist Evaluation Form

Specialist:
 School:

Grade Level/Subject:
 Evaluator:

Date:

Dates of Observations/contacts:

Domain 1: Planning and Preparation				
	U	B	P	D
1a. Demonstrating Knowledge of Current Trends in Specialty Area and Professional Development				
	U	B	P	D
1b. Demonstrating Knowledge of School's Program and Levels of Teacher Skill in Delivering that Program				
	U	B	P	D
1c. Establishing Goals for the Instructional Support Program appropriate to the Setting and the Teachers Served				
	U	B	P	D
1d. Demonstrating Knowledge of Resources, both within and beyond the School and District				
	U	B	P	D
1e. Planning the Instructional Support Program, Integrated with the overall School Program				
	U	B	P	D
1f. Developing a Plan to Evaluate the Instruction Support Program				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Domain 2: The Environment				
	U	B	P	D
2a. Creating an Environment of Trust and Respect				
	U	B	P	D
2b. Establishing a Culture for Ongoing Instructional Improvement				
	U	B	P	D
2c. Establishing Clear Procedures for Teachers to gain access to Instructional Support				
	U	B	P	D
2d. Establishing and Maintaining Norms of Behavior for Professional Interactions				
	U	B	P	D
2e. Organizing Physical Space for Workshops or Training				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Domain 3: Delivery of Service				
	U	B	P	D
3a. Collaboration with Teachers in the Design of Instructional Units and Lessons				
	U	B	P	D
3b: Engaging Teachers in Learning New Instructional Skills				
	U	B	P	D
3c. Sharing Expertise with Staff				
	U	B	P	D
3d. Locating Resources for Teachers to Support Instructional Improvement				
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	U	B	P	D
3e: Demonstrating Flexibility and Responsiveness				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Domain 4: Professional Responsibilities				
	U	B	P	D
4a. Reflecting on Practice				
	U	B	P	D
4b: Preparing and Submitting Budgets and Reports				
	U	B	P	D
4c: Coordinating Work with Other Instructional Specialists				
	U	B	P	D
4d: Participating in a Professional Community				
	U	B	P	D
4e. Engaging in Professional Development				
	U	B	P	D
4f: Showing Professionalism, including Integrity and Confidentiality				
Comments:				

Comment is required to accompany all Unsatisfactory or Basic ratings and areas where no rating is given.

Signature indicates knowledge of observation and evaluation prior to parental input component.	
Employee Signature _____	Date _____
My signature does not necessarily indicate my agreement with this observation. As per district policy the employee has 21 days to attach a rebuttal.	
Administrator Signature _____	Date _____

Policy History:

Adopted on: 12/15/2015

Revised on: