JEFFERSON COUNTY PUBLIC SCHOOLS

INSTRUCTIONAL SPECIALIST PERFORMANCE EVALUATION

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| **NAME:** | |  | | | | | **SCHOOL/LOCATION:** | |  | | | |
| **ID #:** |  | | | | **YEARS OF SERVICE:** | | |  | | **DATE:** | |  |
| **SUBJ./ GRADE LEVEL:** | | |  | | | **PRINCIPAL/COST CENTER HEAD:** | | | | |  | |
| **DATES OF OBSERVATION:** | | | |  | | | | | | | | |

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| *The domain rating is derived from multiple sources of evidence collected according to the specific framework as identified in the Certified Evaluation Plan. A narrative is required for any instructional specialist domain rating that is marked “ineffective” or “developing”, and the evaluator and instructional specialist must initial all additional pages. The evaluator may choose to write a narrative for “accomplished” or “exemplary”.* | | | | |
| **Domains** | **Planning and Preparation** | **The Environment** | **Delivery of Service** | **Professional Responsibilities** |
| **Domain Rating** | <Click to Rate> | <Click to Rate> | <Click to Rate> | <Click to Rate> |

**SUMMATIVE RATING**

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| --- | --- | --- | --- | --- |
| *The process concludes with the evaluator’s analysis of evidence and the final assessment of practice in accordance with the criteria of each of the four domains of the evaluation framework. Reference the table on page 6 of the Certified Evaluation Plan for alignment of domains and measures.* | | | | |
| **Measures** | **Planning** | **Environment** | **Instruction** | **Professionalism** |
| **Summative Rating** | <Click to Rate> | <Click to Rate> | <Click to Rate> | <Click to Rate> |

**Professional Growth Plan and Summative Cycle:**

|  |  |
| --- | --- |
| ( ) 3 Year Self-Directed Cycle | Professional Growth Plan Area(s) for Focus: |
| ( ) 1 Year Directed Cycle |

Optional Comments by Evaluator and/or Instructional Specialist:

(May be attached to this form provided the evaluator and instructional specialist have initialed all additional pages.)

The instructional specialist may submit a written response within ten (10) days to be sent to Employee Relations for inclusion in the instructional specialist’s personnel file with a copy to the evaluator. Certified personnel have the right to appeal to a JCPS District Evaluation Appeals Panel (DEAP) within fourteen (14) calendar days after receiving a summative evaluation. Appeals must be submitted in writing to the superintendent/designee using the JCPS Certified Evaluation Appeals Form. Appeals to a DEAP may be based on evaluation process or evaluation content concerns.

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|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

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|  |
| PRINCIPAL/COST CENTER HEAD |

Distribution: Personnel File

Principal

Employee

**Domain 1: Planning and Preparation**

1A: Demonstrating Knowledge of Current Trends in Specialty Area and Professional Development

1B: Demonstrating Knowledge of the School’s Program and Levels of Teacher Skill in Delivering That Program

1C: Establishing Goals for the Instructional Support Program Appropriate to the Setting and the Teachers Served

1D: Demonstrating Knowledge of Resources both Within and Beyond the School and District

1E: Planning the Instructional Support Program Integrated with the Overall Program

1F: Developing a Plan to Evaluate the Instructional Support Program

**Summary statement:**

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**Domain 2: The Environment**

2A: Creating an Environment of Trust and Respect

2B: Establishing a Culture for Ongoing Instructional Improvement

2C: Establishing Clear Procedures for Teachers to Gain Access to the Instructional Support

2D: Establishing and Maintaining Norms of Behavior for Professional Interactions

2E: Organizing Physical Space for Workshops or Training

**Summary statement:**

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**Domain 3: Delivery of Service**

3A: Collaborating with Teachers in the Design of Instructional Units and Lessons

3B: Engaging Teachers in Learning New Instructional Skills

3C: Sharing Expertise with Staff

3D: Locating Resources for Teachers to Support Instructional Improvement

3E: Demonstrating Flexibility and Responsiveness

**Summary statement:**

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**Domain 4: Professional Responsibilities**

4A: Reflecting on Practice

4B: Preparing and Submitting Budgets and Reports

4C: Coordinating Work with Other Instructional Specialists

4D: Participating in a Professional Community

4E: Engaging in Professional Development

4F: Showing Professionalism Including Integrity and Confidentiality

**Summary statement:**

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