CHECK APPROPRIATE ITEM

**OBSERVATION CONFERENCE**

**MID-YEAR CONFERENCE**

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION / CONFERENCE SUMMARY

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| **NAME:** | |  | | **SCHOOL / LOCATION:** |  | |
| **ID#:** |  | | | **JOB ASSIGNMENT:** |  | |
| **DATE OF OBSERVATIONS(S):** | | |  | **DATE OF CONFERENCE:** | |  |

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below.

**I-Ineffective; D-Developing; A-Accomplished; E-Exemplary; N/R-Not Rated**

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| **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 | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

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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 | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

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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 | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

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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 | **I** | **D** | **A** | **E** | **N/R** |
| Feedback and Reflection (Narrative):  Notable Strengths and/or Expectations for Growth: | | | | | |

Evidence to support ratings attached (optional)

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