JEFFERSON COUNTY PUBLIC SCHOOLS

THERAPEUTIC 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 therapeutic specialist domain rating that is marked “ineffective” or “developing”, and the evaluator and therapeutic 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 Therapeutic Specialist:

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

The therapeutic specialist may submit a written response within ten (10) days to be sent to Employee Relations for inclusion in the therapeutic 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 and Skill in the Specialist Therapy Area Holding the Relevant Certificate or License

 1B: Establishing Goals for the Therapy Program Appropriate to the Setting and the Students Served

 1C: Demonstrating Knowledge of District, State, and Federal Regulations and Guidelines

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

 1E: Planning the Therapy Program Integrated with the Regular School Program to Meet the Needs of Individual

 Students

 1F: Developing a Plan to Evaluate the Therapy Program

**Summary statement:**

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**Domain 2: The Environment**

2A: Establishing Rapport with Students

 2B: Organizing Time Effectively

 2C: Establishing and Maintaining Clear Procedures for Referrals

 2D: Establishing Standards of Conduct in the Treatment Center

 2E: Organizing Physical Space for Testing of Students and Providing Therapy

**Summary statement:**

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**Domain 3: Delivery of Service**

 3A: Responding to Referrals and Evaluating Student Needs

 3B: Developing and Implementing Treatment Plans to Maximize Student Success

 3C: Communicating with Families

 3D: Collecting Information; Writing Reports

 3E: Demonstrating Flexibility and Responsiveness

**Summary statement:**

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**Domain 4: Professional Responsibilities**

 4A: Reflecting on Practice

 4B: Collaborating with Teachers and Administrators

 4C: Maintaining an Effective Data Management System

 4D: Participating in a Professional Community

 4E: Engaging in Professional Development

 4F: Showing Professionalism Including Integrity, Advocacy, and Maintaining Confidentiality

**Summary statement:**

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