

General Instructions for Therapeutic Specialist Performance Evaluations

Evaluations of certified therapeutic specialists are to be completed in compliance with State Bill 1, the Jefferson County Public Schools Certified Evaluation Plan, and the JCBE-JCTA Agreement. The major purposes of the evaluation process is to provide therapeutic specialists recognition of strengths, encourage professional growth and to ensure that high quality therapeutic specialists serve in every school in our district.

A therapeutic specialist's role is defined by high standards of performance and reflects the complex responsibilities of an therapeutic specialist's daily work as it impacts student success. The domains of the Framework for Therapeutic Specialists includes Planning and Preparation, The Environment, Delivery of Service, and Professional Responsibilities. Multiple sources of evidence across each domain will be utilized to determine an Overall Professional Practice Rating for each therapeutic specialist.

General Instructions

1. All certified therapeutic specialists are evaluated using the Summative Evaluation – Therapeutic Specialist Form D. Continuing contract (tenured) therapeutic specialists receive a Summative Evaluation at least every three years. Limited contract therapeutic specialists, and continuing contract therapeutic specialists on an improvement plan, receive a Summative Evaluation annually.
2. Within the first 30 calendar days of reporting for employment each year, all therapeutic specialists will participate in a conference (can be group or individual) to review the evaluation system (Framework for Therapeutic Specialist, CEP processes, and a review of the Professional Code of Ethics) for their school and will sign a Form E-2 stating that they have received the information and understand the evaluation procedures.
3. Within the first thirty (30) calendar days of reporting for employment each year, all therapeutic specialists will complete the Self-Reflection and Professional Growth Plan. The Professional Growth Plan will be developed in consultation with the evaluator. The evaluator will also provide a signed paper copy of the Professional Growth Plan (on an E-2) to the therapeutic specialist.
4. By October 1, each therapeutic specialist will develop a Student Learning Focus statement, as outlined in the Certified Evaluation Plan. The Student Learning Focus is a statement regarding at least one focus area of *deeper learning*, tailored to the needs of the therapeutic specialist's students. The Student Learning Focus statement shall be shared and discussed with the evaluator by Oct. 1. Learning and progress shall be discussed at the summative evaluation conference, and reviewed and adjusted as needed during the school year.
5. The Framework for Therapeutic Specialist domains are the basis for ratings and determination of the Overall Professional Practice Rating.
6. All observations are to be conducted openly and with full knowledge of the therapeutic specialist.
7. A pre-observation conference is not required, but may be requested by either the therapeutic specialist or evaluator. If requested, the conference will be held within three (3) days prior to the observation.
8. For continuing contract (tenured therapeutic specialists) in a 3-year Summative Cycle, at least three (3) observations [two (2) by evaluator and one (1) by peer] are required, with one (1)

administrator observation and the peer observation taking place in the final year of the Cycle. At least one (1) observation must be announced (day and time) and occur at least fifteen (15) school days after the peer observation. Observations are documented on the Observation Conference – Therapeutic Specialist form. Refer to the Certified Evaluation Plan, page 9.

9. For limited contract (non-tenured) or continuing contract therapeutic specialists in a 1-year Summative Cycle, at least (3) observations [two (2) by evaluator and one (1) by peer] are required. At least one observation must be announced (day and time) and occur at least fifteen (15) school days after the peer observation. Observations are documented on Observation Conference – Therapeutic Specialist form. Refer to the Certified Evaluation Plan, page 9.
10. Observation windows are noted in the Certified Evaluation Plan (see page 9).
11. Peer observations are scheduled between the peer observer and the therapeutic specialist. Peer observation documentation will be shared and accessed only by the peer observer and therapeutic specialist. The dates of the pre-conference*, peer observation, and post-conference are to be documented and submitted to the principal.
*Note: For peer observations only, pre-conferences are required.
12. Post-observation conferences are to be held within five (5) working days of the observation and shall include strengths as well as areas for growth. The conference is to be documented on the Observation Conference – Therapeutic Specialist form.
13. Therapeutic specialists who miss ninety (90) or more consecutive contract days (late hires/individuals on leave) may have their Summative evaluation postponed to the following year.
14. Other sources of evidence or artifacts that contribute to the Overall Professional Practice Rating may be submitted by the therapeutic specialist for consideration by the evaluator (see page 12 of Certified Evaluation Plan).
15. In order to complete the Summative evaluation, the evaluator must determine the Overall Professional Practice Rating informed by the educator's ratings on each of the four domains of the Framework for Therapeutic Specialist.
16. All Summative evaluations are to include narratives for any domain rating marked "ineffective" or "developing". The evaluator may choose to write a narrative for "accomplished" or "exemplary".
17. The Intensive Support Process may be initiated at any time in the Summative Cycle. When significant deficiencies in performance are observed, the Employee Development Manager in Human Resources is to be consulted and instructions for the process, as outlined in the JCBE-JCTA agreement, are to be reviewed.
18. A Summative conference is to be held to discuss the Summative evaluation with the therapeutic specialist. Observations/conferences must be completed by April 15th and the Summative Evaluation submitted to the therapeutic specialist and signed by May 1, except for those therapeutic specialists in the Intensive Support Process.
19. Should the therapeutic specialist disagree with the Summative evaluation, a written response to the evaluation can be submitted within ten (10) days of receipt of the evaluation. The therapeutic specialist may also appeal the evaluation through the Local Evaluation Appeal Process.

20. Summative evaluations are completed in triplicate – one (1) form retained by the evaluator, one (1) form to the therapeutic specialist, and the original form submitted to the Employee Development Manager in Human Resources for inclusion in the personnel file.