

**NAME:**

**CLASS:**

**DATE:**

**TIME:**

**SUBJECT OR ACTIVITY OBSERVED:**

**PROFESSIONAL PREPARATION AND SCHOLARSHIP**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Possesses academic background for specialty area and is current in that subject area or grade level.</u></b>  <b>Rationale:</b> <i>It is important to possess academic background appropriate to the specialty area in order to be effective in educational activities with students.</i></p>	

**KNOWLEDGE OF SPECIALTY AREA**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Demonstrates competence in specialty area.</u></b>  <b>Rationale:</b> <i>It is important to demonstrate competence in your specialty area because it is necessary for effective educational activities with students.</i></p>	

**SPECIAL AND PROFESSIONAL SKILLS**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Effectively uses diagnostic and remedial procedures appropriate to field of specialty in working with students, school staff, parents, and related agencies.</u></b>  <b>Rationale:</b> <i>It is important to effectively use diagnostic and remedial procedures appropriate to field of specialty in working with students, school staff, parents, and related agencies to accurately identify instructional/educational/health needs of students.</i></p>	
<p><b><u>B. Is proficient in communication skills, both oral and written.</u></b>  <b>Rationale:</b> <i>It is important to be proficient in communication skills, both oral and written, so that conclusions are clearly understood by all individuals involved.</i></p>	

<p><b><u>C. Fulfills responsibilities regularly, promptly, and completely.</u></b>  <b>Rationale:</b> <i>It is important to fulfill responsibilities regularly, promptly, and completely, so that work can be completed in a timely fashion.</i></p>	
<p><b><u>D. Limits activities to areas of professional specialty and assignment.</u></b>  <b>Rationale:</b> <i>It is important to limit activities to areas of professional specialty because it is necessary for effective job performance.</i></p>	
<p><b><u>E. Makes appropriate referrals.</u></b>  <b>Rationale:</b> <i>It is important to make appropriate referrals in order to maximize each students potential for learning.</i></p>	
<p><b><u>F. Is proficient in the selection, organization, and utilization of materials appropriate to the area of specialty.</u></b>  <b>Rationale:</b> <i>It is important to be proficient in the selection, organization, and utilization of materials, so that individual needs of students can be met more effectively.</i></p>	
<p><b><u>G. Demonstrates specialty area competency.</u></b>  <b>Rationale:</b> <i>It is important that to demonstrate specialty area competency for effective educational activities with students.</i></p>	

<p><b><u>H. Establishes immediate and long-range objectives.</u></b>  <b>Rationale:</b> <i>It is important to establish objectives that align with the district approved learning goals, strategic plan, IEP &amp;/or health plan in order to insure high academic performance for students.</i></p>	
<p><b><u>I. Prepares plans to meet objectives.</u></b>  <b>Rationale:</b> <i>It is important to align plans with the objectives because working toward a specific objective will result in higher levels of student performance.</i></p>	
<p><b><u>J. Communicates effectively with parents.</u></b>  <b>Rationale:</b> <i>It is important to communicate effectively with parents/guardians, so that they have accurate information that allows them to support their child's academic performance.</i></p>	
<p><b><u>K. Exhibits proper command and use of language skills.</u></b>  <b>Rationale:</b> <i>It is important to exhibit proper command and use of language skills in order to model effective communication.</i></p>	

**INTEREST IN STUDENTS**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Strives to develop rapport with the student as an individual.</u></b>  <b>Rationale:</b> <i>It is important to establish rapport and demonstrate respect for students in order to increase their confidence and self-esteem.</i></p>	

<p><b><u>B. Deals with confidential information and communication in an ethical manner.</u></b>  <b>Rationale:</b> <i>It is important to deal with personal information and communication in an ethical manner in order to develop trust.</i></p>	
<p><b><u>C. Evaluates individual student progress and maintains records as appropriate to field of study.</u></b>  <b>Rationale:</b> <i>It is important to regularly evaluate individual student progress and maintain records because it holds students accountable for their achievement.</i></p>	
<p><b><u>D. Encourages students to accept responsibility for performance and goals.</u></b>  <b>Rationale:</b> <i>It is important to encourage students to accept responsibility for performance and goals because it creates an environment where students perform at a higher academic level.</i></p>	

**WORK STATION MANAGEMENT**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Selects and prepares equipment and materials in advance of use time.</u></b>  <b>Rationale:</b> <i>It is important that appropriate equipment and materials are prepared for each student activity, so that student engagement time will be maximized.</i></p>	
<p><b><u>B. Maintains an effectively organized, attractive and stimulating station environment and atmosphere.</u></b>  <b>Rationale:</b> <i>It is important to maintain an effectively organized, attractive and stimulating station environment and atmosphere in order to create a positive climate that supports student involvement</i></p>	
<p><b><u>C. Provides adequate plans for substitute.</u></b>  <b>Rationale:</b> <i>It is important to provide plans for a substitute teacher so that meaningful student learning can consistently occur.</i></p>	

<p><b><u>D. Considers abilities, interests, and present performance levels of students in planning.</u></b>  <b>Rationale:</b> <i>It is important to consider individual abilities, interests, and performance levels as part of student activities in order to enhance student engagement.</i></p>	
<p><b><u>E. Is consistently prompt and accurate with reports.</u></b>  <b>Rationale:</b> <i>It is important to be consistently prompt and accurate with information contained within reports, so that records are accurate and free of any errors or omissions.</i></p>	
<p><b><u>F. Maintains an appearance that does not detract from the educational process.</u></b>  <b>Rationale:</b> <i>It is important to maintain an appearance that does not detract from the educational process, so that students can stay focused on activities being required of the student.</i></p>	
<p><b><u>G. Exhibits self-control, mature behavior, and judgment.</u></b>  <b>Rationale:</b> <i>It is important to exhibit self-control, mature behavior, and judgment in order to build a climate of mutual respect and trust.</i></p>	

**HANDLING OF STUDENT DISCIPLINE AND ATTENDANT PROBLEMS**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Establishes and maintains order and discipline in the work station including:</u></b></p> <ul style="list-style-type: none"> <li>○ <b><u>Quiet when appropriate</u></b></li> <li>○ <b><u>Attention to the employee when instruction is being given</u></b></li> <li>○ <b><u>Students conforming to established rules</u></b></li> </ul> <p><b>Rationale:</b> <i>It is important to clearly define guidelines and boundaries in order to create a safe environment in which students can work effectively.</i></p>	
<p><b><u>B. Shows consistency and fairness in dealing with student behavior.</u></b>  <b>Rationale:</b> <i>It is important to show consistency and fairness in dealing with student behavior because it allows all students to feel valued and respected.</i></p>	

<p><b><u>C. Encourages students to develop courtesy, self-control, respect, and responsibility.</u></b>  <b>Rationale:</b> <i>It is important to encourage students to develop courtesy, self-control, respect and responsibility because it creates a safe environment where students perform at a higher academic level.</i></p>	
<p><b><u>D. Enlists the assistance of teachers, vice principal, principal, and other supportive personnel when appropriate.</u></b>  <b>Rationale:</b> <i>It is important to enlist assistance of teachers, vice principal, principal, and other supportive personnel when appropriate because it can help to resolve concerns effectively.</i></p>	
<p><b><u>E. Assists in maintaining control and enforcing rules throughout the school.</u></b>  <b>Rationale:</b> <i>It is important to maintain control and enforce rules throughout the school because it creates a safe environment where students perform at a higher academic level.</i></p>	

**EFFORT TOWARD IMPROVEMENT WHEN NEEDED**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Is responsive to supervision and constructive input and feedback.</u></b>  <b>Rationale:</b> <i>It is important to be responsive to supervision and constructive criticism, so that efforts to improve are appropriately implemented.</i></p>	
<p><b><u>B. Endeavors to implement improvement suggestions.</u></b>  <b>Rationale:</b> <i>It is important to implement improvement suggestions, so that students can achieve at higher levels.</i></p>	

**C. Has plan for evaluation of own work and initiates efforts to improve.**

**Rationale:** *Important It is important to have a plan for evaluation of your own work and initiate efforts to improve, so that student performance is maximized.*

**PROFESSIONAL CHARACTERISTICS**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Exhibits flexibility.</u></b> <b>Rationale:</b> <i>It is important to exhibit flexibility in order to effectively meet the needs of the students and the members of the school community.</i></p>	
<p><b><u>B. Is willing to make decisions and accept responsibilities.</u></b> <b>Rationale:</b> <i>It is important to make decisions and accept responsibilities in order to model and support a collaborative environment.</i></p>	
<p><b><u>C. Demonstrates understanding of established priorities.</u></b> <b>Rationale:</b> <i>It is important to work with established priorities in order to model cooperation and support a collaborative climate.</i></p>	
<p><b><u>D. Indicates a willingness to accept school responsibilities.</u></b> <b>Rationale:</b> <i>It is important to willingly accept school responsibilities in order to model and support a collaborative environment.</i></p>	

**COMMENTS:**

Date Copy Provided to Employee:

Observer's Signature: \_\_\_\_\_

Announced:

Unannounced:

Observer's Title:

Conference Provided: Yes

No