

NAME:

CLASS:

DATE:

TIME:

SUBJECT OR ACTIVITY OBSERVED:

PROFESSIONAL PREPARATION AND SCHOLARSHIP

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Possesses academic background appropriate to the specialty area and is current in that subject or grade level.</u> Rationale: <i>It is important to possess academic background appropriate to the specialty area and current knowledge in area of certification 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><u>A. Demonstrates competence in specialty area.</u> Rationale: <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><u>A. Effectively uses diagnostic and remedial procedures appropriate to field of specialty in working with students, school staff, parents, and related agencies.</u> Rationale: <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><u>B. Is proficient in communication skills, both oral and written.</u> Rationale: <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><u>C. Fulfills responsibilities regularly, promptly, and completely.</u> Rationale: <i>It is important to fulfill responsibilities regularly, promptly, and completely, so that work can be completed in a timely fashion.</i></p>	
<p><u>D. Limits activities to areas of professional specialty and assignment.</u> Rationale: <i>It is important to limit activities to areas of professional specialty because it is necessary for effective job performance.</i></p>	
<p><u>E. Makes appropriate referrals.</u> Rationale: <i>It is important to make appropriate referrals in order to maximize each students potential for learning.</i></p>	
<p><u>F. Is proficient in the selection, organization, and utilization of materials appropriate to the area of specialty.</u> Rationale: <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><u>G. Demonstrates specialty area competency.</u> Rationale: <i>It is important that to demonstrate specialty area competency for effective educational activities with students</i></p>	
<p><u>H. Establishes immediate and long-range objectives.</u> Rationale: <i>It is important to establish objectives that align with the district approved learning goals, strategic plan, IEP &/or health plan in order to insure high academic performance for students.</i></p>	

<p><u>I. Prepares plans to meet objectives.</u> Rationale: <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><u>J. Communicates effectively with parents.</u> Rationale: <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><u>K. Exhibits proper command and use of language skills.</u> Rationale: <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><u>A. Develops rapport with the student as an individual.</u> Rationale: <i>It is important to establish rapport and demonstrate respect for students in order to increase their confidence and self-esteem</i></p>	
<p><u>B. Deals with confidential information and communication in an ethical manner.</u> Rationale: <i>It is important to deal with personal information and communication in an ethical manner in order to develop trust</i></p>	
<p><u>C. Encourages students to accept responsibility for performance and goals.</u> Rationale: <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>	

<p><u>D. Encourages students to accept responsibility for their own behavior.</u> Rationale: <i>It is important to encourage students to accept responsibility for their own behavior because it creates a safe environment where students perform at a higher academic level</i></p>	
<p><u>E. Enlists the assistance of teachers, administrators, and other support staff when appropriate.</u> Rationale: <i>It is important to enlist assistance of teachers, administrators, and other support staff when appropriate because it can help to resolve concerns effectively</i></p>	

WORK STATION MANAGEMENT

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Selects and prepares equipment and materials in advance of use time.</u> Rationale: <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><u>B. Maintains an effectively organized, attractive and stimulating station environment and atmosphere.</u> Rationale: <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><u>C. Considers abilities, interests, and present performance levels of students in planning.</u> Rationale: <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><u>D. Is consistently prompt and accurate with reports.</u> Rationale: <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><u>E. Maintains an appearance that does not detract from the educational process.</u> Rationale: <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><u>F. Exhibits self-control, mature behavior, and judgment.</u> Rationale: <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>	
<p><u>G. Is willing to accept responsibilities for the general work area.</u> Rationale: <i>It is important to willingly accept responsibilities for the general work area in order to model and support a collaborative environment</i></p>	
<p><u>H. Maintains records as appropriate to area of specialty.</u> Rationale: <i>It is important to maintain records as appropriate to area of specialty to demonstrate accountability for activities completed</i></p>	

EFFORT TOWARD IMPROVEMENT WHEN NEEDED

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

<p><u>C. Has plan for evaluation of own work and initiates efforts to improve.</u> Rationale: <i>It is important to have a plan for evaluation of your own work and initiate efforts to improve, so that student performance is maximized.</i></p>	
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PROFESSIONAL CHARACTERISTICS

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Exhibits flexibility.</u> Rationale: <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><u>B. Makes decisions and accepts responsibilities.</u> Rationale: <i>It is important to make decisions and accept responsibilities in order to model and support a collaborative environment</i></p>	
<p><u>C. Demonstrates understanding of established priorities.</u> Rationale: <i>It is important to work with established priorities in order to model cooperation and support a collaborative climate.</i></p>	
<p><u>D. Indicates a willingness to accept school responsibilities.</u> Rationale: <i>It is important to willingly accept school responsibilities in order to model and support a collaborative environment.</i></p>	

HANDLING OF STUDENT DISCIPLINE AND ATTENDANT PROBLEMS

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Establishes and maintains order and discipline in the work station.</u> Rationale: <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><u>B. Shows consistency and fairness in dealing with student behavior.</u> Rationale: <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><u>C. Encourages students to develop courtesy, self-control, respect, and responsibility.</u> Rationale: <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><u>D. Enlists the assistance of teachers, vice principal, principal, and other supportive personnel when appropriate.</u> Rationale: <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><u>E. Assists in maintaining control and enforcing rules throughout the school.</u> Rationale: <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>	

COMMENTS:

Date Copy Provided to Employee:

Observer's Signature: _____

Announced: Unannounced:

Observer's Title: _____

Conference Provided: Yes No