



Special Education Professional Appraisal

Name _____	Assignment _____	Date _____
* Total Years Experience: _____ (* includes this year)	*Total Years in Position: _____	*Total Years in District: _____
Present Contract Status: <input type="checkbox"/> Term Contract <input type="checkbox"/> Probationary Contract		
Attendance: _____		

EXPLANATION OF APPRAISAL SCALE CRITERIA

- Scale:
- 0 – Unsatisfactory – employee’s performance is clearly not acceptable in some areas
 - 1 – Below Expectations – employee’s performance needs improvement in some major areas
 - 3 – Proficient – employee’s performance meets expectations (standard); performance may excel in some areas
 - 5 – Exceeding Expectations – employee’s performance is continually exceptional and serves as an example for others to emulate

Summary Legend:

- 20 – 25 = Exceeds Expectations
- 12 – 19 = Proficient
- 4 – 11 = Below Expectations
- 0 – 3 = Unsatisfactory

Appraiser comment is required if Exceeding Expectations, Below Expectations, or Unsatisfactory is checked.

Check the box that best describes the employee’s performance.

DOMAIN 1: LEADERSHIP. The special education professional builds positive and effective relationships with all stakeholders as evidenced by:	0	1	3	5	N/A	Score
A. Exhibits positive and effective working relationships built on trust and mutual respect with all stakeholders.						
B. Demonstrates positive regard for gender, culture, and personal beliefs of individual students, parents/guardians, and other professionals.						
C. Demonstrates positive response to supervision.						
D. Responds promptly and appropriately to community and staff concerns.						
E. Uses collaborative strategies in working with staff, individuals with disabilities, parents/caregivers, and outside agencies.						
Total Score						

APPRAISER’S COMMENTS:	EMPLOYEE’S COMMENTS:
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DOMAIN 2: MANAGEMENT SKILLS/ORGANIZATION. The special education evidenced by:	0	1	3	5	N/A	Score
A. Clearly explains procedural rights and responsibilities to all stakeholders regarding consents, evaluations, due process rights and ARD/IEP process rights.						
B. Conducts evaluations and other professional activities consistent with the requirements of state and federal laws, rules and regulations, local district policies and procedures, and professional ethics.						
C. Prepares and maintains accurate and complete records as required by administrative regulations, district policy, the Texas Education Agency, and other governing agencies.						
D. Uses technology appropriately to organize information and maintain schedules.						
E. Exhibits competence in planning, organizing, and completing assigned duties and tasks.						
Total Score						

APPRAISER'S COMMENTS:	EMPLOYEE'S COMMENTS:
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DOMAIN 3: INTERACTING WITH COLLEAGUES AND COMMUNITY. The special education professional demonstrates appropriate verbal and written	0	1	3	5	N/A	Score
A. Effectively communicates the purposes, methods, findings, and implications of student performance data to all stakeholders.						
B. Collaborates in a supportive manner when addressing the concerns of parents/guardians of individuals with disabilities and helps problem solve appropriate strategies to help parents/guardians address these concerns.						
C. Uses written communication that is without significant errors in content and presentation.						
D. Responds promptly and appropriately to community and staff concerns.						
E. Utilizes established procedures for disseminating information with all stakeholders.						
Total Score						

APPRAISER'S COMMENTS:	EMPLOYEE'S COMMENTS:
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DOMAIN 4: COMPLIANCE WITH DISTRICT AND CAMPUS ROUTINES. The special education professional complies with district and campus routines and	0	1	3	5	N/A	Score
A. Regular and punctual attendance.						
B. Participates in district, department, and campus meetings.						
C. Complies with district employee handbook and dress code.						
D. Complies with district policy for submitting absence from duty, requests for leave, travel requests, purchase orders, and other required district forms.						
E. Uses district resources wisely and in a prudent manner.						
Total Score						

APPRAISER'S COMMENTS:	EMPLOYEE'S COMMENTS:
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DOMAIN 5: PROFESSIONAL COMPETENCE/PROFESSIONAL GROWTH. training/staff development to district, campus, and/or parents as evidenced by:	0	1	3	5	N/A	Score
A. Possess a fundamental knowledge of principles, theories, and practices which are directly related to his/her job assignments.						
B. Assumes the responsibility for being informed by current education research, rules, and regulations.						
C. Communicates with classroom teachers, administrators, and other school personnel about characteristics and needs of individuals with disabilities.						
D. Abides by the professional Code of Ethics and Standard Practices for Texas Educators.						
E. Assumes responsibilities for participating in appropriate staff development opportunities.						
Total Score						

APPRAISER'S COMMENTS:	EMPLOYEE'S COMMENTS:
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Special Education Professional Appraisal
Summative Report

Name _____ Assignment _____ Date _____

* Total Years Experience: _____ (* includes this year)
*Total Years in Position: _____ *Total Years in District: _____

Present Contract Status: Term Contract Probationary Contract

SUMMARY:

Domain	Points
Domain 1	
Domain 2	
Domain 3	
Domain 4	
Domain 5	

APPRAISER'S COMMENTS:	EMPLOYEE'S COMMENTS:

My signature indicates that this document has been reviewed with me and that I have been provided a copy of it.

Employee Signature _____ Date _____

My signature indicates that I have reviewed this document with the above named employee and that I have provided him/her a copy of it.

Appraiser _____ Date _____