CERTIFIED EMPLOYEE ANNUAL EVALUATION COVER SHEET

Name _____ Position **STUDENT SERVICES & LEARNING SUPPORT_____**Employee # _____

Subject/Course _____ School/Dept. _____ School Year _____

Comments of the Evaluator _____

_____

_____

Comments of the Evaluatee_____

_____

_____

Information from parents was collected and analyzed in the preparation of this report.   Yes   No

 This Evaluation has been discussed with me.   Yes   No

_____   _____   _____   _____

  Signature of Evaluator   Date   Signature of Evaluatee   Date

Signature does not necessarily indicate agreement with this Evaluation.

OVERALL RATING: HE   E   N   U

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.

Student Services & Learning Support Summative Evaluation Score Sheet

Name:		Employee ID#:
Position:	Assignment:	
Evaluator:		Date:

Scoring Key:

HE (*Highly Effective*) = 4   **E** (*Effective*) = 3   **NI/D** (*Needs Imp. Developing*) **= 2**   **U** (*Unsatisfactory*) **= 1**

Domain A: Data-Based Decision Making and Evaluation of Practices	Rating Scores			
	HE	E	NI/D	U
A-1. Collects and uses data to develop and implement interventions within a problem-solving framework.	☐	☐	☐	☐
Evidence:				
A-2. Analyzes multiple sources of qualitative and quantitative data to inform decision making.	☐	☐	☐	☐
Evidence:				
A-3. Uses data to monitor student progress (academic and social/emotional/behavioral) and evaluate the effectiveness of services on student achievement.	☐	☐	☐	☐
Evidence:				
A-4. Shares student performance data in a relevant and understandable way with students, parents, and administrators.	☐	☐	☐	☐
Evidence:				
TOTAL (Add the practice rating scores in Domain A ÷ 4, then multiply by 10 =				
Domain A Section Comments:				

Domain B: Instruction/Intervention Planning and Design	Rating Scores

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.

	HE	E	NI/D	U
B-1. Uses a collaborative problem-solving framework as the basis for identification and planning for academic and behavioral interventions and supports.	☐	☐	☐	☐
Evidence:				
B-2. Plans and designs instruction/intervention based on data and aligns efforts with the school and district improvement plans and state and federal mandates.	☐	☐	☐	☐
Evidence:				
B-3. Applies evidence-based research and best practices to improve instruction/interventions.	☐	☐	☐	☐
Evidence:				
B-4. Develops intervention support plans that help the student, family, or other community agencies and systems of support reach a desired goal.	☐	☐	☐	☐
Evidence:				
B-5. Engages parents and community partners in the planning and design of instruction/interventions.	☐	☐	☐	☐
Evidence:				
TOTAL (Add the practice rating scores in Domain B ÷ 5, then multiply by 10 =				
Domain B Section Comments:				

Domain C: Instruction/Intervention Delivery and Facilitation	Rating Scores			
	HE	E	NI/D	U
C-1. Collaborates with school-based and district-level teams to develop and maintain a multi-tiered continuum of services (MTSS) to support the academic, social, emotional, and behavioral success and health of all students.	☐	☐	☐	☐
Evidence:				
C-2. Consults and collaborates at the individual, family, group, and systems levels to implement effective instruction and intervention services.	☐	☐	☐	☐

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.

	HE	E	NI/D	U
Evidence:				
C-3. Implements evidence-based practices within a multi-tiered framework.	☐	☐	☐	☐
Evidence:				
C-4. Identifies, provides, and/or refers for supports designed to help students overcome barriers that impede learning.	☐	☐	☐	☐
Evidence:				
C-5. Promotes student outcomes related to career and college readiness.	☐	☐	☐	☐
Evidence:				
C-6. Provides relevant information regarding child and adolescent development, barriers to learning, and student risk factors.	☐	☐	☐	☐
Evidence:				
TOTAL (Add the practice rating scores in Domain C ÷ 6, then multiply by 10 =				
Domain C Section Comments:				

Domain D: Learning Environment	Rating Scores			
	HE	E	NI/D	U
D-1. Collaborates with teachers and administrators to develop and implement school-wide positive behavior supports.	☐	☐	☐	☐
Evidence:				
D-2. Collaborates with school personnel and students to foster student engagement (e.g., involvement, motivation, persistence, resilience, ownership).	☐	☐	☐	☐
Evidence:				
D-3. Promotes safe school environments.	☐	☐	☐	☐
Evidence:				
D-4. Integrates relevant cultural issues and contexts that impact family–school partnerships.	☐	☐	☐	☐

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.

Evidence:				
D-5. Provides a continuum of crisis intervention services.	☐	☐	☐	☐
Evidence:				

TOTAL (Add the practice rating scores in Domain D ÷ 5, then multiply by 10 =

Domain D Section Comments:

Domain E: Professional Learning, Responsibility, and Ethics	Rating Scores			
	HE	E	Ni/D	U
E-1. Develops a personal, professional growth plan that enhances professional knowledge, skills, and practice and addresses areas of need on the Evaluation.	☐	☐	☐	☐
Evidence:				
E-2. Engages in targeted professional growth opportunities and reflective practices (e.g., PLC).	☐	☐	☐	☐
Evidence:				
E-3. Implements knowledge and skills learned in professional development activities.	☐	☐	☐	☐
Evidence:				
E-4. Demonstrates effective recordkeeping and communication skills.	☐	☐	☐	☐
Evidence:				
E-5. Complies with national and state laws, district policies and guidelines, and ethical educational and professional standards.	☐	☐	☐	☐
Evidence:				

TOTAL (Add the practice rating scores in Domain E ÷ 5, then multiply by 10 =

Domain E Section Comments:

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.

STUDENT SERVICES & LEARNING SUPPORT Evaluation Total Score

Scoring Key - HE= 4, E=3, NI/D = 2, U = 1	
Domain A Score	
Domain B Score	
Domain C Score	
Domain D Score	
Domain E Score	
SUB TOTAL	

175–200	*Highly Effective [HE]*
125–174	*Effective [E]*
75–124	*Need Improvement/Developing [NI/D]*
< 75	*Unsatisfactory [U]*

Scoring Key	HE= 4, E=3, NI/D = 2, U = 1
EVALUATION RUBRIC SCORE (56%)	
DELIBERATE PRACTICE (10%)	
STUDENT GROWTH & ACHIEVEMENT (33%)	
OVERALL EVALUATION	

OVERALL SCORING for the *EVALUATION RUBRIC: [INCLUDE FINAL SCORE ON COVER PAGE]*

☐ *Highly Effective*   ☐ *Effective*   ☐ *Needs Imp. Developing*   ☐ *Unsatisfactory*

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.

OVERALL EVALUATION	Performance Level Rating
3.5 – 4.00	*Highly Effective*
2.5 – 3.4	*Effective*
1.5 - 2.4	*Need Improvement/Developing*
< 1.5	*Unsatisfactory*

Student Services & Learning Support Evaluation Form – Rev. 2015-16
Required signatures: Evaluator and Evaluatee
Provide a copy to the Evaluatee and forward the original to Human Resources.