

EVALUATION OF CERTIFICATED SUPPORT PERSONNEL REPORT SUMMARY
 (Evaluation Form #1)

Type of Evaluation

NAME _____ _____ Annual

SCHOOL _____ _____ Other

ASSIGNMENT _____

(If less than full-time, specify)

DATE OF EVALUATION CONFERENCE _____

It is my judgment, based upon adopted criteria, that this staff member's overall performance has been _____ during the evaluation period.
 (satisfactory or unsatisfactory)

 (Date)

 (Principal's Signature)

This evaluation is based in whole or in part upon observations for the purpose of evaluation which occurred on the dates and for the durations indicated as follows:

CRITERIA (Refer to attached rating sheets)	SATISFACTORY OR UNSATISFACTORY (Ratings must be made in each category)
Knowledge and scholarship in special field	
Specialized skills	
Management of special and technical environment	
The support person as a professional	
Involvement in assisting pupils, parents and educational personnel	

ADDITIONAL COMMENTS

My signature below indicates that I have seen this evaluation including the attached criteria rating sheets. It does not necessarily indicate agreement with the findings.

 (Date)

 (Employee's Signature)

Statement by Appraisee Attached: _____ Yes _____ No

Copy to: Employee

1. **KNOWLEDGE AND SCHOLARSHIP IN SPECIAL FIELD.** Each certificated support person demonstrates a depth and breadth of knowledge of theory and content in the special field. He/she demonstrates an understanding of and knowledge about common school education and the educational milieu grades K-12, and demonstrates the ability to integrate the area of specialty into the total school milieu.

Performance Indicators

- ____ 1.1 provides a theoretical rationale for the use of various procedures;
- ____ 1.2 understands the basic principals of human growth and development;
- ____ 1.3 demonstrates awareness of personal and professional limitations and has the ability and knowledge to make appropriate referrals;
- ____ 1.4 relates and applied knowledge, research findings and theory deriving from the individual's specific discipline to the development of a program of services.

Comments:

2. **SPECIALIZED SKILLS.** Each certificated support person demonstrates in his/her performance a competent level of skill and knowledge in designing and conducting specialized programs of prevention, instruction, remediation and evaluation.

Performance Indicators

- ____ 2.1 designs and conduct a program providing specific and unique services within the individual's specific discipline;
- ____ 2.2 demonstrates ability to synthesize and integrate testing and nontesting data concerning the student(s);
 - ____ 2.21 helps students integrate and assimilate data;
 - ____ 2.22 helps others involved with the student to interpret and use data appropriately and accurately;
 - ____ 2.23 helps other specialists by providng case study materials;
- ____ 2.3 administers assessment procedures or organizes and prepares those who administer assessment procedures;
- ____ 2.4 demonstrates ability to assist teachers and administrators to integrate specialized information into the regular curricular program;
- ____ 2.5 develops goals and objectives consistent with district-level goals and objectives which will facilitate the implementation of programs and services.

Comments:

- _____ 3.1 Selects or recommends testing and nontesting devices, materials, equipment appropriate to student needs;
- _____ 3.2 demonstrates the use and an understanding of the limitations and restrictions of devices, materials, and procedures, etc.;
- _____ 3.3 creates an environment which provides privacy and protects student and family information, as mandated by codes of ethics, federal and state regulations and local school district policies.

Comments:

4. THE SUPPORT PERSON AS A PROFESSIONAL. Each certificated support person demonstrates awareness of his/her limitations and strengths and demonstrates continued professional growth.

Performance Indicators

- _____ 4.1 demonstrates awareness of the law as it relates to area of specialization;
- _____ 4.2 demonstrates awareness of responsibilities to students, parents, and other educational personnel as defined by the professional code of ethics supported by the support person's competence area;
- _____ 4.3 demonstrates commitment to school and professional activities; keeps abreast of professional organizations by attending workshops, professional meetings and conferences;
- _____ 4.4 demonstrates commitment to the concept of career-long professional growth by participation in workshops and seminars or graduate study.

5. INVOLVEMENT IN ASSISTING PUPILS, PARENTS, AND EDUCATIONAL PERSONNEL. Each certificated support person demonstrates an acceptable level of performance in offering specialized assistance in identifying those needing specialized programs.

- _____ 5.2 plans and develops support program(s) to serve the preventive and developmental needs of the school population and the special needs for some students;
- _____ 5.3 interprets characteristics and needs of students to parents, staff, and community, in group and individual settings via oral and written communications.

Comments: