

Form E: Summative Evaluation Form for Instructional Specialists

Name: _____ School: _____ Date: _____

Status: Part-Time 1st Year 2nd Year 3rd Year 4th Year Tenure
 (Temporary) (Probation) (Probation) (Probation) (Probation)

Domain 1 - Planning and Preparation	Unsatisfactory	Needs Improvement	Proficient	Excellent
1a: Demonstrating knowledge of current trends in specialty area and professional development				
1b: Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program				
1c: Establishing goals for the instructional support program appropriate to the setting and the teachers served				
1d: Demonstrating knowledge of resources, both within and beyond the school and district				
1e: Planning the instructional support program, integrated with the overall school program				
1f: Developing a plan to evaluate the instructional support program				
OVERALL PERFORMANCE IN AREA				
Comments:				
Domain 2 - Classroom Environment	Unsatisfactory	Needs Improvement	Proficient	Excellent
2a: Creating an environment of trust and respect				
2b: Establishing a culture for ongoing instructional improvement				
2c: Establishing clear procedures for teachers to gain access to instructional support				
2d: Establishing and maintaining norms of behavior for professional interactions				
2e: Organizing physical space for workshops or training				

OVERALL PERFORMANCE IN AREA				
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Comments:

Domain 3 - Instruction	Unsatisfactory	Needs Improvement	Proficient	Excellent
3a: Collaborating with teachers in the design of instructional units and lessons				
3b: Engaging teachers in learning new instructional skills				
3c: Sharing expertise with staff				
3d: Locating resources for teachers to support instructional improvement				
3e: Demonstrating flexibility and responsiveness				
OVERALL PERFORMANCE IN AREA				

Comments:

Domain 4 - Professional Responsibilities	Unsatisfactory	Needs Improvement	Proficient	Excellent
4a: Reflecting on practice				
4b: Preparing and submitting budgets and reports				
4c: Coordinating work with other instructional specialists				
4d: Participating in a professional community				
4e: Engaging in professional development				
4f: Showing professionalism, including integrity and confidentiality				

OVERALL PERFORMANCE IN AREA																
Comments:																
V. Composite Evaluation of Areas I, II, III and IV																
VI. Comments (Strengths, Concerns, Recommendations and Signatures)																
Instructional Specialist Final Summative Rating: _____ Unsatisfactory _____ Needs Improvement _____ Proficient _____ Excellent																
<table border="0"> <thead> <tr> <th data-bbox="74 1381 1104 1417">Instructional Specialist Recommendation:</th> <th data-bbox="1104 1381 1291 1417">Yes</th> <th data-bbox="1291 1381 1583 1417">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="74 1417 1104 1501">1. Recommend for continued employment</td> <td data-bbox="1104 1417 1291 1501" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1291 1417 1583 1501" style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="74 1501 1104 1585">2. Recommend for continued employment with annual evaluation</td> <td data-bbox="1104 1501 1291 1585" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1291 1501 1583 1585" style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="74 1585 1104 1680">3. Recommend remediation status</td> <td data-bbox="1104 1585 1291 1680" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1291 1585 1583 1680" style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>					Instructional Specialist Recommendation:	Yes	No	1. Recommend for continued employment	<input type="checkbox"/>	<input type="checkbox"/>	2. Recommend for continued employment with annual evaluation	<input type="checkbox"/>	<input type="checkbox"/>	3. Recommend remediation status	<input type="checkbox"/>	<input type="checkbox"/>
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Signature of Instructional Specialist _____ Date _____

Signature of Evaluator _____ Date _____

Moline School District No. 40
Summative Evaluation Form for Instructional Specialist

Probationary Instructional Specialist Recommendation

	YES	NO
1. Recommend for second year of probation (Includes full-time instructional specialist employed prior to November 1)	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend for third year of probation	<input type="checkbox"/>	<input type="checkbox"/>
3. Recommend for fourth year of probation	<input type="checkbox"/>	<input type="checkbox"/>
4. Recommend for tenure	<input type="checkbox"/>	<input type="checkbox"/>
5. Full time temporary contract but would recommend consideration for re-employment	<input type="checkbox"/>	<input type="checkbox"/>
6. Part-time temporary contract but would recommend consideration for re-employment	<input type="checkbox"/>	<input type="checkbox"/>

Formative Observations Completed by:

Name: _____ Date of Observation: _____

Name: _____ Date of Observation: _____

Name: _____ Date of Observation: _____

Principal/Administrator

Date of Conference

I have seen this evaluation and received a signed copy.

Instructional Specialist's Signature

Date

Form F: Professional Development Planning Form for Instructional Specialists

Instructional Specialists Name: _____

Evaluator Name: _____

Date of Receipt of Final Summative Evaluation: _____

Domain(s) in which “Needs Improvement” is indicated (circle all that apply):

Domain 1

Domain 2

Domain 3

Domain 4

Improvement Template

Specific component(s) and element(s) of concern	
Expectations of specialist to rectify concerns	
Suggestions for addressing the evaluator’s expectations	
Supports and resources to assist specialist in meeting the evaluator’s expectations	
Evidence that will be accepted that expectations are met	
Additional evaluator comments	

Chart may be expanded as needed.

Instructional Specialist's Signature: _____
(Name) (Date)*

Evaluator Signature: _____
(Name) (Date)*

Signatures reflect that the meeting was held by the appropriate deadline and that the plan will be implemented. Instructional specialists and evaluators are expected to mutually agree to the plan. In the event that they are not able to come to an agreement, the evaluating administrator reserves the right to direct the activities required of the instructional specialist. The instructional specialist is expected to sign the plan but may provide a written attachment for their file indicating areas in which they disagree with the evaluating administrator.

*Must be within 30 school days of receipt of final summative evaluation.