Instructional Specialist Self-Reflection

Employee: _____ **School(s):** _____ **Date:** _____

Instructions: By September 30th, the instructional specialist will complete the following Self-Reflection for all 10 required components. Per administrator discretion or mutual agreement, instructional specialist may be asked to Self-Reflect on any or all of the additional components.

U: Unsatisfactory **B**: Basic **P**: Proficient **E**: Exemplary

Domain 1: Planning and preparation	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
1a. Demonstrating knowledge of current trends in specialty area and professional development *(Required)*	☐	☐	☐	☐	
1b. Demonstrating knowledge of the school/district program and levels of teacher skill in delivering program *(Required)*	☐	☐	☐	☐	
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 support programs, integrated with the overall school or district program *(Required)*	☐	☐	☐	☐	
1f. Developing a plan to evaluate the instructional support program	☐	☐	☐	☐	
Domain 2: The Environment	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
2a. Creating an environment of trust and respect	☐	☐	☐	☐	
2b. Establishing and/or supporting a culture for ongoing instructional improvement *(Required)*	☐	☐	☐	☐	
2c. Establishing clear procedures for teachers to gain access to instructional support	☐	☐	☐	☐	
2d. Establishing and maintaining norms of behavior for professional interactions *(Required)*	☐	☐	☐	☐	
2e. Organizing physical space for workshops or training	☐	☐	☐	☐	
Domain 3: Delivery of Service	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
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 *(Required)*	☐	☐	☐	☐	
3d. Locating resources for teachers to support instructional improvement	☐	☐	☐	☐	
3e. Demonstrating flexibility and responsiveness	☐	☐	☐	☐	
Domain 4: Professional Responsibilities	**U**	**B**	**P**	**E**	**Additional Components To Be Evaluated**
4a. Reflecting on practice	☐	☐	☐	☐	
4b. Preparing and submitting budgets and/or reports *(Required)*	☐	☐	☐	☐	
4c. Coordinating work with other instructional specialists *(Required)*	☐	☐	☐	☐	
4d. Participating in a professional community *(Required)*	☐	☐	☐	☐	
4e. Engaging in professional development	☐	☐	☐	☐	
4f. Showing professionalism, including integrity and confidentiality *(Required)*	☐	☐	☐	☐	