Summative Instructional Specialist Evaluation

Employee: _____ **Date of Conference:** _____

Grade Levels: _____ **Subject Area(s):** _____

School(s): _____ **Evaluator:** _____

Final Summative Rating of Professional Practice

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

	Domain 1: Planning and preparation	**U**	**B**	**P**	**E**
1a	Demonstrating knowledge of current trends in the specialty area and professional development (*Required*)	☐	☐	☐	☐
1b	Demonstrating knowledge of current trends in the specialty area and professional development (*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 the instructional support program, integrated with the overall school program (*Required*)	☐	☐	☐	☐
1f	Develop a plan to evaluate the instructional support program	☐	☐	☐	☐
	Overall Rating for Domain 1	☐	☐	☐	☐
	Domain2: The Environment	**U**	**B**	**P**	**E**
2a	Creating an environment of trust and respect	☐	☐	☐	☐
2b	Establishing 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	☐	☐	☐	☐
	Overall Rating for Domain 2	☐	☐	☐	☐
	Domain 3: Delivery of Service	**U**	**B**	**P**	**E**
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	☐	☐	☐	☐
	Overall Rating for Domain 3	☐	☐	☐	☐
	Domain 4: Professional Responsibilities	**U**	**B**	**P**	**E**
4a	Reflecting on practice	☐	☐	☐	☐
4b	Preparing and submitting budgets and 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*)	☐	☐	☐	☐
	Overall Rating for Domain 4	☐	☐	☐	☐
	Final Summative Rating of Professional Practice	**U**	**B**	**P**	**E**
	Final Summative Rating	☐	☐	☐	☐

Comments/Goals:

If there is a disagreement, comments by employee are encouraged. (Attach separate pages as necessary)

Signatures: Employee's signature acknowledges receipt of the evaluation.

Employee Signature		Date:	☐ Concur with evaluation	☐ Disagree with evaluation
Evaluator Signature		Date:	☐ I recommend continued employment of this teacher	☐ I do not recommend continued employment of this teacher