Instructional Specialist Beginning of the Year Conference

Employee: _____ School: _____

Subject(s): _____ Grade Level(s): _____

Date: _____

Instructions: By October 15th, the teacher and principal will review the Teacher Instructions Self-Reflection and determine any additional components to be evaluated. For each domain, the teacher and principal will agree upon the artifacts and evidence to be submitted by the teacher. This document will be maintained in the employee file at the school or electronically on the OASYS system.

Domain 1 - Planning and Preparation

*1a. Knowledge of current trends in specialty area and professional development	
Develop ILP with families	☐
Demonstrate knowledge of various curriculums	☐
Explain use of curriculum selected/assessed	☐
Participate in webinars/training	☐
Observable evidence by supervisor	☐

*1b. Demonstrating knowledge of the school's program and levels of staff skill in delivering that program	
Explain process of enrollment, ILP development, assessment, and reimbursement process	☐
Engages in grade-level discussion to share the culture and direction of the school	☐
Assists new employees in attaining skill knowledge of the job	☐
Access and use desk reference file and P.O.S	☐
Observable evidence by supervisor	☐

*1e. Planning support programs, integrated with the overall school program	
Engages in developing plan for imparting institutional knowledge and job-related procedures	☐
Demonstrate proficiency with district P.O.S	☐
Work with vendors and tutors to provide at-home assistance	☐
Process paperwork for district resource-sharing	☐
Process order with N/D, BYU and other online vendors	☐
Fill out paperwork for pre-order/school purchases	☐
Observable evidence by supervisor	☐

Domain 2 – Classroom Environment

*2b. Establishing a culture for ongoing instructional improvement	
Contact log on SIS (FMP)	☐
Highlighting successes in staff meetings	☐
In-house promotion ceremony	☐
Include findings in tech tips	☐
Observable evidence by supervisor	☐

*2d. Establishing and maintaining norms of behavior for professional interactions	
Confidentiality always maintained	☐
School culture demands mutual respect and professionalism	☐
Observable evidence by supervisor	☐

Domain 3 – Instruction

*3c. Sharing expertise with staff	
Inclusion of ideas on staff agenda	☐
Open-source sharing	☐
Tech-tips	☐
Assistance with curriculum choice for ILP development	☐
Website sharing	☐
Observable evidence by supervisor	☐

Domain 4 – Personal and Professional Responsibilities

*4b. Preparing and submitting compliance documents and/or budgets accurately and on time	
Can demonstrate use of district reimbursement process	☐
Knows how allotment is spent and is responsible for reimbursements	☐
Help families manage allotments	☐
Uses best source of allotment purchase to benefit student success	☐
Observable evidence by supervisor	☐

*4c. Coordinating work with other instructional specialists	
Email	☐
Team meeting input	☐
Calendar development	☐
Assist families as needed	☐
Observable evidence by supervisor	☐

*4d. Participating in a professional community	
Open house	☐
Shares results from workshops, visitations, etc.	☐
Comments in contact log when assisting family other than own	☐
Make inroads with neighborhood schools to promote facilitation of resource-sharing	☐
Observable evidence by supervisor	☐

***4f. Showing professionalism, including integrity and confidentiality**	
MyLearningPlan	☐
Attend conference as PD money allows	☐
Culture of school demands honesty, integrity, and respect for colleagues	☐
Development of yearly social contract with all staff	☐
Observable evidence by supervisor	☐

Comments/Other:

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____