CHECK APPROPRIATE ITEM

Initial Evaluation Conference/  Coaching Notice of Intensive Support

Job Expectations Conference

School Handbook Review Training Documentation Intensive Support Observation

Summary

School Safety Plan Review Non-Renewal Recommendation Mid-Year Conference

Professional Growth Plan  Deficiency Process Conference

Directed Growth Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME: | |  | | SCHOOL / LOCATION: |  | |
| ID#: |  | | | JOB ASSIGNMENT: |  | |
| DATE OF OBSERVATIONS(S): | | |  | DATE OF CONFERENCE: | |  |

A conference was held and is summarized below:

### INSTRUCTIONAL SPECIALIST self-Reflection

### professional growth planning



|  |  |
| --- | --- |
| **Instructional Specialist** |  |
| **School** |  |
| **Grade Level/Subject(s)** |  |

**Part A: Initial Reflection – Establishing Priority Growth Needs**

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| --- | --- | --- | --- | --- | --- |
| **Component:** | **Self-Assessment:** | | | | **Rationale:** |
| *1A -* Demonstrating knowledge of current trends in specialty area and professional development | I | D | A | E |  |
| *1B -* Demonstrating knowledge of the school’s program and levels of teacher skill in delivering that program | I | D | A | E |
| *1C -* Establishing goals for the instructional support program appropriate to the setting and the teachers served | I | D | A | E |
| *1D -* Demonstrating knowledge of resources both within and beyond the school and district | I | D | A | E |
| *1E -* Planning the instructional support program integrated with the overall school program | I | D | A | E |
| *1F -* Developing a plan to evaluate the instructional support program | I | D | A | E |
| *2A -* Creating an environment of trust and respect | I | D | A | E |  |
| *2B -* Establishing a culture for ongoing instructional improvement | I | D | A | E |
| *2C -* Establishing clear procedures for teachers to gain access to the instructional support | I | D | A | E |
| *2D -* Establishing and maintaining norms of behavior for professional interactions | I | D | A | E |
| *2E -* Organizing physical space for workshops or training | I | D | A | E |
| *3A -* Collaborating with teachers in the design of instructional units and lessons | I | D | A | E |  |
| *3B -*Engaging teachers in learning new instructional skills | I | D | A | E |
| *3C - Sharing expertise with staff* | I | D | A | E |
| *3D -* Locating resources for teachers to support instructional improvement | I | D | A | E |
| *3E -* Demonstrating flexibility and responsiveness | I | D | A | E |
| *4A -* Reflecting on practice | I | D | A | E |  |
| *4B -* Preparing and submitting budgets and reports | I | D | A | E |
| *4C -* Coordinating work with other instructional specialists | I | D | A | E |
| *4D -* Participating in a professional community | I | D | A | E |
| *4E -* Engaging in professional development | I | D | A | E |
| *4F -* Showing professionalism including integrity and confidentiality | I | D | A | E |

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| **Domain:** | **Component:**  Circle Professional Growth Priority Components | | | | | | **Select a component from those circled for focused professional growth goal development**  **(Part B):** | | | |
| Planning & Preparation | 1A | 1B | 1C | 1D | 1E | 1F |  | | | |
| The Environment | 2A | 2B | 2C | 2D | 2E |  |
| Delivery of Service | 3A | 3B | 3C | 3D | 3E |  |
| Professional Responsibilities | 4A | 4B | 4C | 4D | 4E | 4F |
| *Current Level of Performance for Selected Component:* | | | | | | | I | D | A | E |

**Part B: Connecting Priority Growth Needs to Professional Growth Planning**

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| --- | --- |
| **Professional Growth Goal:** |  |

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| --- | --- |
| **Action Plan** | |
| **Strategies/Actions**  What is my personal learning necessary to meet the goal(s)? What will I need in order to learn my identified skill or content? How will I apply what I have learned? How will I accomplish my goal(s)? | **Targeted Completion Date**  When will I complete each identified strategy/action? |
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| **Instructional Specialist Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |

**Part C: On-going Reflection – Progress Toward Professional Growth Goal**

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| --- | --- | --- |
| **Date:** | **Status of Professional Growth Goal:** | **Revisions/Modifications:** |
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**Part D: Summative Reflection- Level of Attainment for Professional Growth Goal**

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| **Date:** | **End of Year Reflection:** |
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| **Next Steps:** |
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| **Connection to Framework for Teaching:** | 4A – Reflecting on Practice | I | D | A | E |
| 4E – Showing professionalism including integrity and confidentiality | I | D | A | E |

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| --- | --- |
| **Instructional Specialist Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |

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|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

Coaching Session – remains in supervisor’s file

Disciplinary Documentation – placed in employee personnel file at Central Office. Please attach all previous Coaching E-2s when disciplinary documentation is submitted to the central office.

**Note: If neither box is checked, this E-2 will be assumed to be a Coaching Session and remain in the supervisor’s file.**