CHECK APPROPRIATE ITEM

[ ]  **OBSERVATION CONFERENCE**

[ ]  **MID-YEAR CONFERENCE**

JEFFERSON COUNTY PUBLIC SCHOOLS

PERFORMANCE EVALUATION OBSERVATION / CONFERENCE SUMMARY

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

A conference was held to discuss job performance expectations and/or observation(s) of job performance. The expectations and/or the observation(s) and the conference are summarized below.

**I-Ineffective; D-Developing; A-Accomplished; E-Exemplary; N/R-Not Rated**

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| **Domain 1: Planning and Preparation** 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 Program 1F: Developing a Plan to Evaluate the Instructional Support Program | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

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| --- | --- | --- | --- | --- | --- |
| **Domain 2: The Environment**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 the Instructional Support 2D: Establishing and Maintaining Norms of Behavior for Professional Interactions 2E: Organizing Physical Space for Workshops or Training | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

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| **Domain 3: Delivery of Service** 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 | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

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| **Domain 4: Professional Responsibilities** 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 | **I**[ ]  | **D**[ ]  | **A**[ ]  | **E**[ ]  | **N/R**[ ]  |
| Feedback and Reflection (Narrative):Notable Strengths and/or Expectations for Growth: |

[ ] Evidence to support ratings attached (optional)

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