

Long Form Evaluation Record for Certificated Employee on Special Assignment

Name of Employee _____ Worksite _____

Assignment _____ Date _____

Professional preparation* _____ Transfer*:

Assigned to area of preparation* Yes _____ No _____

Years in profession* _____

- Voluntary
- Involuntary
- Not applicable

**To be filled in by employee.*

Areas considered

S	U

- Professional preparation and scholarship.
- Management skills.
- Involvement in assisting educational personnel, parents and students.
- Effort toward improvement.
- Activities/criteria specific to assignment.
- Knowledge and skills in special assignment.

The following steps have been adhered to in this evaluation:

- _____ 1. Pre-observation conference(s)
Date(s) Activities to be observed: _____

- _____ 2. Formal observation #1: _____ minutes
Date _____
- _____ 3. Formal observation #2: _____ minutes
Date _____
- _____ 4. Informal observations: Yes No
- _____ 5. Post observation conference(s)/analysis.
Date(s) Both parties understand and have discussed the indicators (attached) for each category. Collected data have been examined and interpreted.

KEY: S = Satisfactory; U = Unsatisfactory

Evaluator's comments: (This section is to address areas of outstanding performance and/or suggestions for improvement.)

Employee's comments: _____

- Employee's addenda attached. Explanation of unsatisfactory rating attached.

Employee's signature _____ Date _____ Evaluator's signature _____ Date _____

A signature on this summary does not necessarily mean the employee agrees with the evaluation but indicates the employee has participated in the evaluation, has read the evaluation and has had an opportunity for discussion. The employee understands that she/he has the privilege of discussing the content of this evaluation with the Assistant Superintendent, Personnel. The employee may also attach addenda.

Long Form Evaluation Worksheet for Certificated Employee on Special Assignment

Name of Employee _____

Worksite _____

Assignment _____

General: Use sections I, II, III and IV to evaluate performance based on professional contacts and activities throughout the year. Evaluations may include clearly identified comments, but may not add to, delete, nor modify specific language in the form.

I. Professional Preparation and Scholarship

S U NO/NA

- A. Demonstrates knowledge of developing programs, goals and curriculum.
- B. Demonstrates commitment as a professional.
- C. Participates in inservice/professional activities on a continuing basis.

II. Management Skills

- A. Plans, prepares and implements activities consistent with District goals, programs and curriculum.
- B. Prepares appropriate equipment and materials.
- C. Maintains facilitative environment which enhances learning.
- D. Makes appropriate use of equipment, materials and personnel.
- E. Creates an environment which provides confidentiality and protects staff, student and family information.
- F. Prioritizes and organizes time and responsibilities.

III. Involvement in Assisting Educational Personnel, Parents and Students

- A. Works collaboratively with staff and others in the educational community to develop, coordinate and deliver services.
- B. Assesses and provides services/strategies to meet the individual needs of buildings and staff.
- C. Communicates professionally with educational personnel, parents, students and the community.

IV. Efforts Toward Improvement

- A. Responds positively to constructive criticism.
- B. Seeks ideas, information and suggestions from colleagues and administrators.
- C. Demonstrates commitment toward identified District/building goals.
- D. Implements specific suggestions for improvement to meet an adequate level of performance in an identified area(s).
- E. Contributes to a cooperative work environment.

**KEY: S = Satisfactory; U = Unsatisfactory;
NO = Not Observed; NA = Not Applicable**

Long Form Observation Worksheet for Certificated Employee on Special Assignment

Name of Employee **Worksite** **Assignment**

Date #1 _____ **Date #2** _____

Preparation for observation: Employee and designated evaluator should meet together to consider activities to be observed during observation(s). The observation form may be made out with the aid of notes made during the classroom observations. Section V will be used for recording information derived from direct observations. The “#1” date refers to the first observation and the “#2” date refers to the second. Pre-observation notes may be placed on the last of these worksheets. Evaluators may include clearly identified comments, but may not add to, delete, nor modify specific language in the form.

VI. Knowledge and Skills in Special Assignment

S **U** **NO/NA**

A. Provides a theoretical rationale for the use of various educational strategies/ procedures.	#1			
	#2			

B. Relates and applies knowledge, research findings and theory to the development of an activity.	#1			
	#2			

C. Designs and conducts an activity providing specific support to District, building or individual needs.	#1			
	#2			

D. Demonstrates ability to assist teachers and administrators, where appropriate, to integrate specialized information into specific programs.	#1			
	#2			

E. Facilitates the development of goals and objectives for implementation (i.e. District goals, building needs, individual support).	#1			
	#2			

F. Demonstrates use of commonly-accepted principles of learning (i.e., motivation, reinforcement, assesement, etc.).	#1			
	#2			

G. Demonstrates commitment toward identified District/building goals.	#1			
	#2			

H. Interacts in a positive, professional manner.	#1			
	#2			

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NO = Not Observed; NA = Not Applicable**

