

**EDUCATIONAL SUPPORT STAFF**

(Counselors, Physical Therapist, Occupational Therapists, Speech Therapist (CDS), Psychologists, Nurses)

**Wenatchee School District #246**

Evaluation Report

Type of Evaluation

- \_\_\_\_\_ Annual
- \_\_\_\_\_ 90-Day
- \_\_\_\_\_ Other

Name\_\_\_\_\_

School(s)\_\_\_\_\_

Assignment (Title)\_\_\_\_\_

Description of Responsibilities:

Observation Record: A minimum of three (3) observations except for employees who are probationary, provisional or noncontinuing status. These employees will have a minimum of six (6) observations.

Date_____	Class/Activity_____	Length of Observation_____
Date_____	Class/Activity_____	Length of Observation_____
Date_____	Class/Activity_____	Length of Observation_____
Date_____	Class/Activity_____	Length of Observation_____
Date_____	Class/Activity_____	Length of Observation_____
Date_____	Class/Activity_____	Length of Observation_____

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It is my judgment, based upon adopted criteria, that this certificated employee's overall performance has been\_\_\_\_\_.

Satisfactory/Unsatisfactory

Date\_\_\_\_\_ Evaluator\_\_\_\_\_

Date\_\_\_\_\_ Certificated Employee\_\_\_\_\_

(My signature indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.)

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Criteria 1: SPECIALIZED SKILL      The employee demonstrates competency (knowledge and skill) in designing and conducting activities related to the work assignment.

- 1.1 Organizes the work/case load to accomplish assigned tasks in an effective and timely manner;
- 1.2 Plans and effectively manages all work activities in accord with legal requirements and district practices;
- 1.3 Uses assessment/evaluation techniques and data appropriately;
- 1.4 Establishes immediate and long range objectives for major responsibilities;
- 1.5 Involves others appropriately in carrying out major responsibilities.

UNSATISFACTORY \_\_\_\_

SATISFACTORY \_\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

## EDUCATIONAL SUPPORT STAFF

Criteria 2: PROFESSIONAL PREPARATION/KNOWLEDGE OF SPECIALIZED FIELD

The employee demonstrates a knowledge of educational theory and specialized field/techniques.

- 2.1 Possesses and maintains competence and working knowledge of specialized field;
- 2.2 Pursues continued professional development;
- 2.3 Understands and articulates relationship between specialized field and related disciplines;
- 2.4 Uses inservice opportunities and input from colleagues.

UNSATISFACTORY\_\_\_

SATISFACTORY\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

## **EDUCATIONAL SUPPORT STAFF**

Criteria 3: SPECIAL ENVIRONMENT The employee demonstrates competency (knowledge and skill) in organizing and managing the technical human elements to promote a positive learning/working environment.

- 3.1 Establishes clear expectations for students and other personnel within framework of work responsibility;
- 3.2 Is consistent and fair in dealing with student discipline;
- 3.3 Makes effective use of specialized materials and equipment;
- 3.4 Interrelates technical expertise with other specialized personnel and programs;
- 3.5 Demonstrates skill in human relations.

UNSATISFACTORY\_\_\_\_

SATISFACTORY\_\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

## **EDUCATIONAL SUPPORT STAFF**

Criteria 4: EDUACTIONAL LEADERSHIP The employee promotes professional growth by demonstrating interest in work assignment and developing positive collegial relationships.

- 4.1 Has made sufficient progress to complete professional goals;
- 4.2 Accepts constructive criticism and implements suggestions for improvement;
- 4.3 Shares in school responsibilities as appropriate for the time spent in building;
- 4.4 Acts as resource and referral to other district personnel and outside agencies;
- 4.5 Participates in professional organizations.

UNSATISFACTORY \_\_\_\_

SATISFACTORY \_\_\_\_

Evaluator's Comment:

Employee's Response (Optional):

## **EDUCATIONAL SUPPORT STAFF**

Criteria 5:     PARENT – COMMUNITY INVOLVEMENT     The employee fosters  
Communication with parents and community.

- 5.1     Acts as a resource to parents and keeps them informed of student progress;
- 5.2     Plans and conducts an effective parent conference;
- 5.3     Promotes positive school-community relationships.

UNSATISFACTORY \_\_\_

SATISFACTORY \_\_\_

Evaluator's Comment:

Employee's Response (Optional):