**Appendix D**

**Observation Report - Teacher**

Name of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-conference Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Domain 1 – Planning and Preparation | Evidence: |
| 1. Demonstrating knowledge of content and pedagogy 2. Demonstrating knowledge of students 3. Selecting instructional goals 4. Demonstrating knowledge of resources 5. Designing coherent instruction 6. Assessing student learning |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 2 – Environment | Evidence: |
| 1. Creating an environment of respect and rapport 2. Establishing a culture for learning 3. Managing classroom procedures 4. Managing student behavior 5. Organizing physical space |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 3 – Instruction / Delivery of Services | Evidence: |
| 1. Communication clearly and accurately 2. Using questioning/discussion techniques 3. Engaging in student in learning 4. Using assessment for instruction 5. Demonstrating flexibility and responsiveness |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 4 – Professional Responsibilities | Evidence: |
| 1. Reflecting on professional practices 2. Maintaining accurate records 3. Communicating with families 4. Contributing to the school and district 5. Growing and developing professionally 6. Demonstrating professionalism |  |
| Comments: | |
|  | |

Signatures: Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach this form to the Summative Evaluation Report

**Observation Report – Library/Media Specialist**

Name of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-conference Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Domain 1 – Planning and Preparation | Evidence: |
| a. Demonstrating knowledge of literature and current trends in library/media practice and information technology  b. Demonstrating knowledge of the school’s program and student information needs within that program  c. Establishing goals for the library/media program appropriate to the setting and the students served  d. Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan  e. Planning the library/media program integrated with the overall school program  f. Developing a plan to evaluate the library/media program |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 2 – Environment | Evidence: |
| a. Creating an environment of respect and rapport  b. Establishing a culture for investigation and love of literature  c. Establishing and maintaining library procedures  d. Managing student behavior  e. Organizing physical space to enable smooth flow |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 3 – Instruction / Delivery of Services | Evidence: |
| a. Maintaining and extending the library collection in accordance with the school’s needs and within budget limitation  b. Collaborating with teachers in the design of instructional units and lessons  c. Engaging students in enjoying literature and in learning information skills  d. Assisting students and teachers in the use of technology in the library/media center  e. Demonstrating flexibility and responsiveness |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 4 – Professional Responsibilities | Evidence: |
| a. Reflecting on practice  b. Preparing and submitting reports and budgets  c. Communicating with the larger community  d. Participating in a professional community  e. Engaging in professional development |  |
| Comments: | |
|  | |

Signatures: Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach this form to the Summative Evaluation Report

**Observation Report – School Counselor**

Name of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-conference Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Domain 1 – Planning and Preparation | Evidence: |
| a. Demonstrating knowledge of counseling theory and techniques  b. Demonstrating knowledge of child and adolescent  c. Establishing goals for the counseling program appropriate to the setting and the students served  d. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district  e. Planning the counseling program, integrated with the regular school program  f. Developing a plan to evaluate the counseling program |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 2 – Environment | Evidence: |
| a. Creating an environment of respect and rapport  b. Establishing a culture for productive communication  c. Managing routines and procedures  d. Establishing standards of conduct and contributing to the culture for student behavior throughout the school  e. Organizing physical space |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 3 – Instruction / Delivery of Services | Evidence: |
| a. Assessing student needs  b. Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs  c. Using counseling techniques in individual and classroom programs  d. Brokering resources to meet needs  e. Demonstrating flexibility and responsiveness |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 4 – Professional Responsibilities | Evidence: |
| a. Reflecting on practice  b. Maintaining records and submitting them in a timely fashion  c. Communicating with families  d. Participating in a professional community  e. Engaging in a professional development  f. Showing professionalism |  |
| Comments: | |
|  | |

Signatures: Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach this form to the Summative Evaluation Report

**Observation Report – Therapeutic Specialist**

Name of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-conference Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Domain 1 – Planning and Preparation | Evidence: |
| a. Demonstrating knowledge and skill in the specialist therapy areas; holding the relevant certificate or license  b. Establishing goals for the therapy program appropriate to the setting and the students served  c. Demonstrating knowledge of district, state, and federal regulations and guidelines  e. Planning the therapy program, integrated with the regular school program, to meet the needs of individual students  f. Developing a plan to evaluate the therapy program |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 2 – Environment | Evidence: |
| a. Establishing a rapport with students  b. Organizing time effectively  c. Establishing and maintaining clear procedures for referrals  d. Establishing standards of conduct in the treatment center  e. Organizing physical space for testing of students and providing therapy |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 3 – Instruction / Delivery of Services | Evidence: |
| a. Responding to referrals and evaluating student needs  b. Developing and implementing treatment plans to maximize students’ success  c. Communicating with families  d. Collecting information; writing reports  e. Demonstrating flexibility and responsiveness |  |
| Comments: | |
|  | |

|  |  |
| --- | --- |
| Domain 4 – Professional Responsibilities | Evidence: |
| a. Reflecting on practice  b. Collaborating with teachers and administrators  c. Maintaining an effective data-management system  d. Participating in a professional community  e. Engaging in professional development  f. Showing professionalism, including integrity, advocacy, and maintaining confidentiality |  |
| Comments: | |
|  | |

Signatures: Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach this form to the Summative Evaluation Report