**Appendix D**

**Observation Report - Teacher**

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

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

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

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| 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
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| Comments: |
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| 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
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| Comments: |
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| 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
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| Comments: |
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| 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
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| Comments: |
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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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Domain 1 – Planning and Preparation | Evidence: |
| a. Demonstrating knowledge of literature and current trends in library/media practice and information technologyb. Demonstrating knowledge of the school’s program and student information needs within that programc. Establishing goals for the library/media program appropriate to the setting and the students servedd. Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loane. Planning the library/media program integrated with the overall school programf. Developing a plan to evaluate the library/media program |   |
| Comments: |
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| Domain 2 – Environment | Evidence: |
| a. Creating an environment of respect and rapportb. Establishing a culture for investigation and love of literaturec. Establishing and maintaining library proceduresd. Managing student behaviore. Organizing physical space to enable smooth flow |  |
| Comments: |
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| Domain 3 – Instruction / Delivery of Services | Evidence: |
| a. Maintaining and extending the library collection in accordance with the school’s needs and within budget limitationb. Collaborating with teachers in the design of instructional units and lessonsc. Engaging students in enjoying literature and in learning information skillsd. Assisting students and teachers in the use of technology in the library/media centere. Demonstrating flexibility and responsiveness |  |
| Comments: |
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| Domain 4 – Professional Responsibilities | Evidence: |
| a. Reflecting on practiceb. Preparing and submitting reports and budgetsc. Communicating with the larger communityd. Participating in a professional communitye. Engaging in professional development |  |
| Comments: |
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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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Domain 1 – Planning and Preparation | Evidence: |
| a. Demonstrating knowledge of counseling theory and techniquesb. Demonstrating knowledge of child and adolescentc. Establishing goals for the counseling program appropriate to the setting and the students servedd. Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and districte. Planning the counseling program, integrated with the regular school programf. Developing a plan to evaluate the counseling program |   |
| Comments: |
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| Domain 2 – Environment | Evidence: |
| a. Creating an environment of respect and rapportb. Establishing a culture for productive communicationc. Managing routines and proceduresd. Establishing standards of conduct and contributing to the culture for student behavior throughout the schoole. Organizing physical space |  |
| Comments: |
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| Domain 3 – Instruction / Delivery of Services | Evidence: |
| a. Assessing student needsb. Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needsc. Using counseling techniques in individual and classroom programsd. Brokering resources to meet needse. Demonstrating flexibility and responsiveness |  |
| Comments: |
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| Domain 4 – Professional Responsibilities | Evidence: |
| a. Reflecting on practiceb. Maintaining records and submitting them in a timely fashionc. Communicating with familiesd. Participating in a professional communitye. Engaging in a professional developmentf. Showing professionalism |  |
| Comments: |
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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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Domain 1 – Planning and Preparation | Evidence: |
| a. Demonstrating knowledge and skill in the specialist therapy areas; holding the relevant certificate or licenseb. Establishing goals for the therapy program appropriate to the setting and the students servedc. Demonstrating knowledge of district, state, and federal regulations and guidelinese. Planning the therapy program, integrated with the regular school program, to meet the needs of individual studentsf. Developing a plan to evaluate the therapy program |   |
| Comments: |
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| Domain 2 – Environment | Evidence: |
| a. Establishing a rapport with studentsb. Organizing time effectivelyc. Establishing and maintaining clear procedures for referralsd. Establishing standards of conduct in the treatment centere. Organizing physical space for testing of students and providing therapy |  |
| Comments: |
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| Domain 3 – Instruction / Delivery of Services | Evidence: |
| a. Responding to referrals and evaluating student needsb. Developing and implementing treatment plans to maximize students’ successc. Communicating with familiesd. Collecting information; writing reportse. Demonstrating flexibility and responsiveness |  |
| Comments: |
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| Domain 4 – Professional Responsibilities | Evidence: |
| a. Reflecting on practiceb. Collaborating with teachers and administratorsc. Maintaining an effective data-management systemd. Participating in a professional communitye. Engaging in professional developmentf. Showing professionalism, including integrity, advocacy, and maintaining confidentiality |  |
| Comments: |
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Signatures: Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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