

**Raymond School District
Instructional Specialist Summative Evaluation Form**

Name:		School:	
Subject:		Date:	
Supervisor:		School Year:	

Domain 1: Planning and Preparation	U(1)	B(2)	P(3)	D(4)
1a. Demonstrating knowledge of current trends in specialty area and professional development.				
1b. Demonstrating knowledge of the school's program and levels of educator skill in delivering that program.				
1c. Establishing goals for the instructional support program appropriate to the setting and the educators served.*				
1d. Demonstrating knowledge of resources, both within and beyond the school and district.				
1e. Planning the instructional support program, integrated with the overall school program.*				
1f. Developing a plan to evaluate the instructional support program.				

Comments:

Domain 2: The Environment	U (1)	B (2)	P (3)	D (4)
2a. Creating an environment of trust and respect.*				
2b. Establishing a culture for ongoing instructional improvement.*				
2c. Establishing clear procedures for educators to gain access to instructional support.				
2d. Establishing and maintaining norms of behavior for professional interactions.				
2e. Organizing physical space for workshops or training.				

Comments:

Domain 3: Delivery of Service	U (1)	B (2)	P (3)	D (4)
3a. Collaborating with educators in design of instructional units and lessons.				
3b. Engaging educators in learning new instructional skills.				
3c. Sharing expertise with staff.*				
3d. Locating resources for educators to support instructional improvement.				
3e. Demonstrating flexibility and responsiveness.*				

Comments:

Domain 4: Professional Responsibilities	U (1)	B (2)	P (3)	D (4)
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.*				

Comments:

Component Scores

One or more component rating of 1 in any area
 No 1's, one or more of the focus(*) components is a 2.
 No 1's; all focus components(*) are 3 or better
 All focus components(*) are 3's or better, two or more 4's in any component

Rating

1
2
3
4

Score

Domain 1 & 4 Combined

Domain 2 & 3 Combined

Effectiveness Rating: Highly Effective Effective Needs Improvement Ineffective

Track recommendation for next evaluation cycle: Track I Track II

 Educator Signature

 Date

 Administrator Signature

 Date

The signature of the educator does not signify agreement or disagreement with the content of the observation or evaluation write-up, but only that he/she has seen it and it has been reviewed with the administrator.