

EC PROGRAM SPECIALIST SUMMATIVE EVALUATION

Program Specialist's Name:	Home School:
Director's Name:	Area of Focus:
Performance Review Period:	Date of Review:

Review Process:

*The evaluator is to rate the Program Specialist on a four-point scale as indicated below.

Please circle the rating that applies to each standard

*The evaluator is encouraged to add pertinent comments at the end of each major function.

*The Program Specialist is provided an opportunity to react to the evaluator's ratings and comments.

*The evaluator and the Program Specialist must discuss the results of the appraisal and any recommended action pertinent to it.

*The Program Specialist and the evaluator must sign the instrument in the assigned spaces.

*The instruments must be filed in the Program Specialist personnel folder.

Standard 1

Instructional Support	Developing	Proficient	Accomplished	Distinguished
<ol style="list-style-type: none">1. Observes and evaluates instructional programs' activities.2. Assesses the overall effectiveness of instructional program3. Initiates and directs improvements in the instructional program4. Provides leadership for appropriate personnel.				

Comments:

Standard 2

Planning and Preparing Developing Proficient Accomplished Distinguished

1. Plans the organization of content and activities in such a way that each piece of content or activity builds on previous goals, content, or activities.
2. Establishes and maintains standards/procedures that are aligned with school and district
3. Identifies the use of available technology that and traditional resources that can enhance his/her plan of work and/or participants' understanding of content in an instructional activity.
4. Provides support for the needs of English Language Learners and Exceptional Children by identifying appropriate adaptations or accommodations that must be made.

Comments:

Standard 3

Reflecting on Teaching Developing Proficient Accomplished Distinguished

1. Identifies specific strategies and behaviors on which to improve
2. Determines the effectiveness of specific techniques and strategies relating to his/her plan of work.
3. Develops a written professional growth and development plan with specific and measurable goals, action steps, manageable timelines, and appropriate resources.
4. Charts his/her progress on the professional growth and development plan using established action plans, milestones, and timelines.

Comments:

Standard 4

Collegiality/Professionalism Developing Proficient Accomplished Distinguished

1. Interacts with colleagues in a positive manner to promote and support learning.
2. Interacts with participants, parents, and the community in a positive manner to foster learning and promote positive home/school relationships.
3. Seeks help and input from colleagues regarding specific educational strategies and behaviors.
4. Provides other colleagues with help and input regarding specific educational strategies and behaviors relating to their areas of responsibility.
5. Aware of and adheres to school and district rules and procedures.

Comments:

Evaluator's Summary Comments:

Program Specialist Comments:

Evaluator's Signature: _____ Date: _____

Program Specialist's Signature: _____ Date: _____