*SOESD Curriculum Program Specialist Evaluation & Support System Scoring Profile*

Employee’s Name: Date(s) of Review:

Program:

Person(s) Completing Rating

Directions: Based on your observations, evidence, and other data, please rate the employee’s performance 1 = Does Not Meet Standard, 2 = Basic Knowledge of Standard, 3 = Proficient Application of Standard and 4 = Exceeds Standard. Narrative comments (under *Rationale for Rating*) will be provided only for those standards which are rated above or below 3/Proficient Application of Standard. A goal will be developed (under *Needed Improvement/Goals*) for any rating below 3 on each of the Standards.

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| --- | --- | --- | --- | --- | --- | --- |
| **Standard 1: Research and Design**  **(The Program Assistant provides leadership in program design, development, and coordination.)** | | | | | | |
| **List observations rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List evidence rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List other data rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |

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| **Standard 2: Professional Learning (The Program Assistant understands the design, content, and delivery of effective professsional development.)** | | | | | | |
| **List observations rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List evidence rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List other data rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **Standard 3: Communication (The Program Assistant communicates relevant program information to various stakeholders.)** | | | | | | |
| **List observations rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List evidence rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List other data rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |

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| **Standard 4: Leadership and Collaboration (The Program Assistant understands district, state, and federal requirements and demonstrates leadership and collaboration with a variety of stakeholders.)** | | | | | | |
| **List observations rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List evidence rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List other data rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **Standard 5: Professional Learning and Ethical Practice (The Program Assistant engages in professional learning and exhibits ethical practice.)** | | | | | | |
| **List observations rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List evidence rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |
| **List other data rated:** | **Does Not Meet Standard** | **Basic Knowledge of Standard** | **Proficient Application of Standard** | **Exceeds Standard** | **Rationale for Rating:** | **Needed Improvement/Goals:** |

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| **Profile/Summary** | | | | | | | |
|  |  | **Observations** | **Evidence** | **Other Data** | **Goals** | **Score** | **Summative Score** |
| **Professional Practices** | **Standard 1** |  |  |  |  |  |  |
| **Standard 2** |  |  |  |  |  |
| **Standard 3** |  |  |  |  |  |
| **Professional Responsibilities** | **Standard 4** |  |  |  |  |  |
| **Standard 5** |  |  |  |  |  |
| **Expectations of Employees in the Workplace** |  |  |  |  |  |
| **Professional Goals to Support Learning** |  |  |  |  |  |
| **Overall Summative Score** |  | | | | | |  |

Summarizing Statements by the Evaluator:

In what ways has the employee met, not met, or exceeded the standards, performance goals, and employee responsibilities?

In what areas has the employee shown development and growth in his/her position?

In what specific areas does the employee need to demonstrate additional development and growth? Are there other areas in which the employee desires to expand or enhance his/her expertise?

**Response and/or Comments by Employee (optional):**

**The following attachments are a part of this report:**

Observation Reports (Dates)

Expectations of Employees in the Workplace Rubric (Date)

Professional Goal to Support Learning Rubric (Date)

Student Learning & Growth Goal Rubrics (Date)

Other

We have reviewed this performance evaluation:

Teacher: Date:

Evaluator: Date: