

**East Central Kansas Cooperative in Education  
Certified Staff Evaluation Instrument**

**Name of Employee:**

**Position:**

**Evaluator:**

**Position:**

**Evaluation Conference Date:**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Evaluator

The signature of the employee does not necessarily indicate agreement but rather denotes that the employee was given an opportunity for input and has had the evaluation material discussed with him/her. The employee may submit within two weeks a written response to be filed with the document should he/she chose to do so.

**Instructions: Please provide a narrative response on the next page regarding the employees' performance in the specified areas. Descriptors of aspects to consider in those areas are listed below.**

**I. Instructional and/or Therapeutic Interventions**

- Coordinates interventions with school curriculum
- Uses relevant and appropriate learning activities
- Uses a variety of activities to accommodate learning styles and individual needs
- Structures activities to provide focus, demonstration, guided practice
- Monitors student progress through frequent and varied assessment data and adjusts to student performance
- Provides clear, logical, explicit directions
- Actively involves the student in the learning process
- Introduces new and varied strategies into learning activities
- Incorporates accommodations to allow for student success
- Evidences increased student achievement as noted by various assessment measures
- Selects motivating and age appropriate learning activities

**II. Assessment and IEP Development**

- Demonstrate knowledge of appropriate assessment strategies and instruments
- Contributes to appropriate IEP design
- Schedules and conducts IEPs in timely and thorough manner
- Plans and consults with colleagues to facilitate student learning
- Involves all pertinent parties in assessment and placement decisions
- Understands placement criteria
- Contributes to functional assessment and behavior intervention plans
- Models a positive, contributing attitude as a team member
- Effectively participates in conflict resolution
- Helps keep meetings focused on purpose

**III. Learning Environment**

- Sets high expectations for the learner
- Encourages critical and independent thinking and problem-solving skills
- Provides frequent reinforcement of learners' efforts
- Communicates clear expectations for student behavior
- Deals with misconduct, interruptions, and digressions in an appropriate manner, which promotes student learning
- Evidences a firm yet non-punitive attitude toward student misbehaviors
- Builds strong working rapport with students

**IV. Professional Demeanor**

- Seeks out opportunities to increase knowledge base and keeps current with emerging trends in both general education and special education
- Demonstrates strong organizational skills and completes paperwork according to required procedures
- Keeps all pertinent parties advised of relevant information
- Maintains confidentiality
- Uses effective written and spoken language
- Follows Cooperative and district procedures
- Maintains open communication with parents and staff
- Develops rapport with parents and staff
- Addresses issues in candid yet empathetic manner

**I. Instructional and/or Therapeutic Interventions**

**II. Assessment and Program Design**

**III. Learning Environment**

**IV. Professional Demeanor**

## V. Performance Standards

Evidence indicates that \_\_\_\_\_'s instructional performance and/or professional skills

\_\_\_\_\_ are consistently appropriate and meet expectations

\_\_\_\_\_ are inconsistent and/or improvement is needed (Requires observation and consultation by district or Cooperative administrator as follow-up)

Employee's Growth Objective:

Teacher comments: