

**POMONA UNIFIED SCHOOL DISTRICT
EVALUATION PROFILE FOR CERTIFICATED RESOURCE STAFF**

Name: _____ Date of Conference: _____

Position: _____ Date of Observations: _____

Probationary Permanent School/Dept: _____

Check column which best describes performance: 1. Professionally Satisfactory 2. *Refer to Comments below

PROFESSIONAL SKILLS	1	2	PERSONAL ATTRIBUTES	1	2
1. Demonstrates competency in communication	<input type="checkbox"/>	<input type="checkbox"/>	20. Demonstrates positive and professional attitudes	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates skill in motivation	<input type="checkbox"/>	<input type="checkbox"/>	21. Demonstrates a commitment to the educability of all students	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains competency in area of specialization	<input type="checkbox"/>	<input type="checkbox"/>	22. Demonstrates a sensitivity to student needs	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates knowledge and use of effective professional techniques	<input type="checkbox"/>	<input type="checkbox"/>	23. Demonstrates constructive relationships with students, parents, colleagues and others	<input type="checkbox"/>	<input type="checkbox"/>
5. Plans work which reflects established goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	24. Demonstrates a professional image in appearance and attitude	<input type="checkbox"/>	<input type="checkbox"/>
6. Submits required reports on time and accurately	<input type="checkbox"/>	<input type="checkbox"/>	STUDENT ASSESSMENT		
7. Follows board, school and department policies	<input type="checkbox"/>	<input type="checkbox"/>	25. Uses available district resources to assess student needs	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates initiative and innovation	<input type="checkbox"/>	<input type="checkbox"/>	26. Completes reports, administers tests and records data accurately and promptly	<input type="checkbox"/>	<input type="checkbox"/>
9. Provides leadership in the resolution of problem areas in field of specialization	<input type="checkbox"/>	<input type="checkbox"/>	COMMENTS: (If additional space is needed, add supplemental pages.)		
10. Demonstrates skill in assessing student progress	<input type="checkbox"/>	<input type="checkbox"/>			

CONTRIBUTION TO DISTRICT, SCHOOL AND DEPARTMENT

11. Assumes responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates good working relationships with other school personnel	<input type="checkbox"/>	<input type="checkbox"/>
13. Responds positively to constructive criticism and suggestions	<input type="checkbox"/>	<input type="checkbox"/>
14. Supports professional activities	<input type="checkbox"/>	<input type="checkbox"/>
15. Demonstrates adaptability to working in varying environments	<input type="checkbox"/>	<input type="checkbox"/>
16. Makes time available for consultation	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNITY RELATIONS

17. Works effectively with parents	<input type="checkbox"/>	<input type="checkbox"/>
18. Develops a sound program of public relations	<input type="checkbox"/>	<input type="checkbox"/>
19. Promotes community cooperation and support	<input type="checkbox"/>	<input type="checkbox"/>

* This column to be used to note specific commendations or deficiencies. The evaluator will state in detail the nature of the deficiency and include any specific recommendations to bring the evaluatee to a satisfactory level of performance.

I do do not recommend re-employment.

Signed _____
Evaluator

Signed _____
Evaluatee

Type Name

Type Name

Distribution: Original to Employee; 1 Copy to Personnel; 1 Copy for School File

DEFINITIONS OF TERMS FOR EVALUATION PROFILE FOR CERTIFICATED RESOURCE STAFF

PROFESSIONAL SKILLS

1. Competency in Communication: Accuracy in expression, creativity and effectiveness in explanation and demonstration, sensitivity to and awareness of the thoughts and attitudes which others express
2. Skill in Motivation: Instilling the desire to progress, providing positive reinforcement of successful behavior, demonstrating enthusiasm for the area of specialization, and accepting the student as an individual
3. Competency in Area of Specialization: Demonstrates the depth of formal education as well as other training and experience related to the requirements of the position to achieve a high degree of professional competence, demonstrates familiarity with current methods, instructional materials and equipment and uses them to improve the quality of education within the area of specialization
4. Instructional Techniques: Employs instructional techniques which are effective and consistent with the principles of child development and psychology, demonstrates the ability to vary the instructional technique to the requirements of individual situations
5. Goals and Objectives: Establishes the goals and objectives of the instructional program in accordance with the District's adopted goals and objectives, plans and assigns work in the instructional setting which consistently reflects these goals
6. Reports: Facilitates the work of others in the preparing of reports and the recording of other data by submitting the information required promptly and accurately
7. Following Policies: Facilitates the development and maintenance of a consistent instructional program by working within the framework of policies set by the District, school and department
8. Initiative and Innovation: Demonstrates the ability to work cooperatively and creatively with the classroom teacher to facilitate or enrich the instructional program, utilizing the methods or programs which reflect the uniqueness of each learning situation
9. Leadership: Provides the expertise and educational leadership which will enable the classroom teacher to resolve problem areas; provides information and/or training necessary for such resolution
10. Assessment: Demonstrates skill, impartiality and accuracy in the assessment of student progress toward the established objectives

CONTRIBUTION TO DISTRICT, SCHOOL, AND DEPARTMENT

11. Responsibilities: Assumes and discharges primary and adjunct responsibilities
12. Relationships with School Personnel: Recognizes the importance of the establishment of good working relationships with other school personnel so that assistance in the resolution of problem areas will be as rapid and efficient as possible; demonstrates a willingness to share ideas and constructive suggestions with other personnel, and cooperates with other staff members in a mutual effort to achieve success in the total school program
13. Criticism and Suggestions: Demonstrates a willingness to listen to and make use of constructive criticism and suggestions
14. Professional Activities: Participates in meetings, conferences, and other programs designed to improve the preparation for, or discharge of, primary duties
15. Adaptability: Demonstrates the adaptability and flexibility required in working within the special environments of different schools and classes; demonstrates the ability to adapt specialized skills to fit the demands of each unique situation
16. Consultation: Provides the classroom teacher adequate, specified periods of available time for consultation; consults with students, parents, and others as appropriate

COMMUNITY RELATIONS

17. Parent Relationships: Works with parents to maximize the cooperative spirit between home and school in order that the resolution of problem areas may be as rapid and effective as possible; informs parents of student needs, problems, or successes
18. Public Relations: Informs the parents and the public of the needs and successes of the programs within the area of specialization
19. Community Support: Promotes community cooperation and support in order to achieve an optimum degree of community involvement in and concern for, the success of the instructional program

PERSONAL ATTRIBUTES

20. Professional Attitude: Demonstrates an understanding of the role of an educator by making constructive contributions to the improvement of the instructional program, adheres to the standards of professional ethics, and exercises discretion in dealing with confidential information
21. Educability of Students: Demonstrates patience, fairness and humaneness in dealing with students, displays an inclination to praise success and to reassure in case of errors, expresses optimism in the educability of the students
22. Sensitivity: Demonstrates an awareness of the student as an individual with individual needs, provides the student with an opportunity for self-expression, aids and assists the student in solving problems within the limits of the resources and aids available
23. Relationships with Parent, Student and Others: Demonstrates the desire to further the progress of the student by communicating as necessary with the student, the parents, or others concerned; works with the student, parents or others to provide the climate required to effect improvement; provides support and encouragement for the student
24. Professional Image: Demonstrates in the professional setting those characteristics of appearance and attitude which relate to the establishment of a positive learning environment

STUDENT ASSESSMENT

25. District Resources: Employs the resources of the District as available for the diagnosis and solution of needs of the individual student
26. Reports: Completes parent conference forms or reports of student progress promptly and accurately, administers standardized tests as required, records data as required