**NORTH FRANKLIN SCHOOL DISTRICT**

**OBSERVATION FORM**

**SPECIAL EDUCATION SPECIALISTS**

*(psychologists, speech language pathologists, physical therapists, occupational therapists)*

Name:       Assignment:

Date and Time of Observation:       Date Pre-Observation Conference:

Date Post-Observation Conference:

**1**. **KNOWLEDGE AND PREPARATION IN THE FIELD**

* 1. Demonstrates understanding of the basic principles of human growth and development
  2. Relates and applies knowledge, research findings, and theory to the special needs of students in grades Pre-12
  3. Is able to relate/integrate the area of specialty into the Pre-12 education system
  4. Evaluates and selects from available materials to meet varied student needs and abilities
  5. Utilizes assessment results in subsequent planning
  6. Applies consistent progress monitoring standards, using benchmarks where appropriate
  7. Implements an instructional plan:
* Communicates target learning to students
* Provides clear directions to students
* Models expectations for students
* Continuously checks for student understanding and modifies instruction accordingly
* Uses appropriate guided and independent practice and homework
  1. Motivates students to attend to daily lessons and actively engage in learning
  2. Demonstrates effective integration of technology in order to enhance student learning

Comments:

**2. SPECIALIZED SKILLS**

2.1 Collects and utilizes student information

2.2 Selects appropriate evaluation instruments and/or procedures

2.3 Administers formal tests/screenings according to recognized standards

2.4 Performs non-instrument based assessments

2.5 Interprets evaluation/screening data

2.6 Integrates this data with findings of other professionals

2.7 Documents and disseminates evaluation information properly

2.8 Coordinates services with other school buildings, school personnel, and community agencies

2.9 Participates in conferences pertinent to needs of students

2.10 Takes part in the design of pre-referral intervention plans where appropriate

2.11 Maintains documentation of pre-referral intervention service

Comments:

**3. MANAGEMENT OF SPECIAL AND TECHNICAL ENVIRONMENT**

* 1. Establishes priorities and appropriate time lines for delivery of services
  2. Manages time efficiently
  3. Maintains required records
  4. Participates in staff development programs and parent education programs
  5. Develops, communicates and adheres to set therapy schedules

Comments:

**4. THE SUPPORT PERSON AS A PROFESSIONAL**

4.1 Demonstrates and utilizes contemporary, professional knowledge

4.2 Prepares for and attends meetings and conferences, doing so in a timely manner

4.3 Submits required reports and other documents on time

4.4 Maintains confidentiality where appropriate

4.5 Demonstrates a high level of professional and ethical conduct

4.6 Promotes awareness of the roles and functions of professional support services staff

4.7 Assists with formal/informal in-service education and serves as a resource to staff and community

4.8 Encourages the acceptance of students with special needs

4.9 Takes part in the individualization and modification of student program studies

4.10 Supplies information to staff and local citizenry as to available community resources

4.11 Abides by district and building/department policies and procedures

4.12 Uses self-assessment to identify strengths, needs and limitations and responds positively to recommendations

4.13 Periodically reviews and reflects upon student achievement data in collaboration with the supervisor and plans for self-improvement

Comments:

**5. INVOLVEMENT IN ASSISTING PUPILS, PARENTS AND EDUCATIONAL PERSONNEL**

* 1. Assists department in implementing annual goals and objectives
  2. Provides direct professional service to students
  3. Provides consultation services to other staff personnel
  4. Promotes effective interpersonal relations
  5. Communicates competently in oral and written expression
  6. Encourages effective inter-disciplinary relationships
  7. Acts as a liaison to inside/outside agencies and services
  8. Selects appropriate methods for resolving concerns, problems and/or conflicts
  9. Addresses parental concerns in a professionally appropriate manner
  10. Conducts and/or participates in IEP and departmental meetings
  11. Communicates effectively and positively with parents, students and staff

Comments:

General Comments:

Date Evaluator’s Signature

Date Teacher’s Signature

NOTE: The signature of the staff does not imply agreement with the results of this observation and only acknowledge having seen the report. The staff shall have the exclusive right to attach his/her own comments, which shall become a part of this report.