

# WORTH COUNTY SCHOOL DISTRICT SCHOOL IMPROVEMENT SPECIALIST EVALUATION INSTRUMENT

Name \_\_\_\_\_ S.S. # \_\_\_\_\_  
 School \_\_\_\_\_ Date \_\_\_\_\_  
 Evaluator Name \_\_\_\_\_

**Directions: Rate the employee in each category using the following scale:  
 1 = Ineffective 2 = Needs Development 3 = Proficient 4 = Exemplary  
 THERE ARE NO "N/A'S." EACH CATEGORY MUST BE SCORED**

**GENERAL**

- 1. Demonstrates appropriate verbal and written communication skills. \_\_\_\_\_
  - 2. Performs routine duties and tasks with little or no direct supervision. \_\_\_\_\_
  - 3. Participates in extracurricular activities and/or serves on designated committees \_\_\_\_\_
  - 4. Demonstrates loyalty to the school, school system and administrators. \_\_\_\_\_
  - 5. Performs other duties as assigned by the principal. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROMOTE STUDENT ACHIEVEMENT GOALS**

- 6. Plan, develop, implement and evaluate instructional practices \_\_\_\_\_
  - 7. Provide regular and on-going support to system and school initiatives to improve overall academic student achievement. \_\_\_\_\_
  - 8. Support and provide continuous professional development and training to the school's instructional and administrative staff in model, demonstrations, and targeted classrooms in the key elements of research-based best practices and correlates of effective schools. \_\_\_\_\_
  - 9. Monitor/Assess progress of implementation and communicates problems concerning issues and achievement to the principal, administration, and Director of Curriculum & Instruction. \_\_\_\_\_
  - 10. Hold regularly scheduled study groups and teacher/team meetings which focus on student work to support implementation. \_\_\_\_\_
  - 11. Assist in the analysis of need and the development of the school plan for improvement. \_\_\_\_\_
  - 12. Assist in the evaluation of progress toward the goals of plan with a focus on results and make suggestions to modify plan as results dictate. \_\_\_\_\_
  - 13. Assist with classroom visitations/observations, teacher conferences, and providing professional development. \_\_\_\_\_
  - 14. Interpret all test data and work cooperatively with teachers to address instructional, curriculum alignment, and performance standards. \_\_\_\_\_
  - 15. Demonstrate up to date knowledge and skills in order to assist teachers to:
    - (a) align and map curriculum correlated to GSE and GPS \_\_\_\_\_
    - (b) use EOC and/or EOG results to improve instruction \_\_\_\_\_
    - (c) interpret disaggregated test data and use results to address needs of targeted groups – both low and high performing students \_\_\_\_\_
    - (d) employ multiple assessment measures and strategies. \_\_\_\_\_
  - 16. Analyze students' and teachers' needs and adjust practices based on observation of interests, abilities, learning styles, knowledge and skills. \_\_\_\_\_
  - 17. Coordinate and guide both vertical and horizontal articulation/planning between and among grade levels, feeder schools, and high school. \_\_\_\_\_
  - 18. Provide a monthly (quarterly) report of all student achievement activities and results to the principal and Director of Curriculum & Instruction. \_\_\_\_\_
  - 19. Work with building and system level personnel to develop a plan for improvement focusing on results, raising standards, etc. \_\_\_\_\_
  - 20. Plan, develop, implement, and lead professional staff development activities that are research-based best practices linked to standards based instruction, technology standards, and national standards and that provide cross-curricular connections. \_\_\_\_\_
  - 21. Organize and deliver training. \_\_\_\_\_
  - 22. Conduct observations (no evaluations) and subsequent teacher conferences to develop a professional dialogue thru a "critical friends" framework that focuses on improving instructional practices and student performance. \_\_\_\_\_
  - 23. Collaborate with all school-level supervisors and system level instructional staff to develop and implement a seamless curriculum and appropriate instructional practices K-12. \_\_\_\_\_
- Comments \_\_\_\_\_

**PROFESSIONAL GROWTH**

- 24. Participates in professional organizations and staff development activities. \_\_\_\_\_
  - 25. Shares information with others and applies what is learned to the classroom. \_\_\_\_\_
  - 26. Accepts new challenges in a professional manner \_\_\_\_\_
- Comments \_\_\_\_\_

