

Observation Form 1

Instructional Resource Professional

Teacher Name _____ Date/Time _____

School _____ Evaluation Year _____

Grade/Subject _____

Formal Informal Mini

Professional Knowledge

The instructional resource professional uses professional knowledge to address the needs of the target learning community while demonstrating respect for individual differences, cultures, and learning needs.

Key Elements: The instructional resource professional...

- Demonstrates knowledge and skills relevant to his/her position.
- Demonstrates an understanding of the intellectual, social, emotional, and physical development and needs of the learner/client.
- Promotes and models respect for individual and cultural differences.
- Uses division, school, family, and community resources to help meet learner/client and/or program/curriculum needs.
- Identifies various learning styles and individual needs to assist in the implementation of intervention plans.
- Understands one's responsibility to the division and collaborates in order to meet learner/client needs.

Comments:

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Instructional Resource Professional

(Continued)

Program Planning and Management

The instructional resource professional effectively plans, coordinates, manages, or enhances programs and services consistent with established guidelines, policies, and procedures.

Key Elements: The instructional resource professional...

- Understands and follows applicable local, state and federal regulations, policies, guidelines, and procedures.
- Provides a safe and appropriate environment for service delivery.
- Organizes and maintains appropriate program data and/or learner/client records.
- Demonstrates effective scheduling and time management skills.
- Identifies and manages available resources to address learner/client and program needs.
- Adheres to proper procedures for using, maintaining, updating, and securing program materials.
- Maintains fidelity in delivering programs and services.

Comments:

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Instructional Resource Professional

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Program Delivery

The instructional resource professional uses professional knowledge to implement a variety of instructional supports and/or services for the targeted learning community.

Key Elements: The instructional resource professional...

- Selects, develops, organizes, implements, and supports curriculum for specific learner/client and/or program needs.
- Uses technology, materials, and other resources as appropriate to deliver services and programs.
- Presents information and provides instructional supports and/or services using a variety of strategies or approaches to meet the needs of the learning community.
- Collaborates with instructional staff to design, implement, or support services for specific learner/client or program needs.
- On a continual basis, consults with administration, parents, community agencies, school, and support personnel to resolve issues and/or communicate progress related to the provision of programs/services.
- Provides services that will support mastery of state and national standards.
- Interprets policies, programs, and procedures related to the delivery of services to learners/clients.

Comments:

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Assessment

The instructional resource professional gathers, analyzes, and uses data to determine learner/client and/or program needs, measure learner/client and/or program progress, guide instruction and intervention, and provide timely feedback to learners/clients, families, staff, and community.

Key Elements: The instructional resource professional...

- Demonstrates proficiency in administering, scoring, evaluating, and interpreting data from instruments or records.
- Provides accurate and timely feedback to learners/clients, families, and staff on assessment results.
- Uses assessment information in making recommendations or decisions that are in the best interest of the learner/client/school/division.
- Uses assessment data to inform decisions related to strategies, interventions, services, and programs.
- Uses data to assess learner/client and/or program needs.
- Uses data to assess learner/client and/or program outcomes.
- Documents learner/client and/or program outcomes.

Comments:

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Communication and Collaboration

The instructional resource professional communicates and collaborates effectively with learners/clients, families, staff, and/or the community to promote student learning and well-being.

Key Elements: The instructional resource professional...

- Supports, promotes, and communicates the mission, vision, and goals of the school and the division.
- Uses effective written, verbal, and nonverbal communication skills.
- Initiates, maintains, and appropriately documents communication to support the needs and progress of the learning community.
- Supports learner/client success and well-being by working collaboratively with stakeholders.
- Collaborates with stakeholders to design, implement, and/or support services for specific learner/client or program needs.
- Responds promptly to learner/client, family, staff, and/or community concerns.
- Actively assumes an advocacy role for learners/clients and families.
- Uses resources, including technology, to effectively communicate with stakeholders.

Comments:

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Professionalism

The instructional resource professional demonstrates behavior consistent with legal, ethical, and professional standards, contributes to the profession, and engages in professional growth that results in enhanced student learning.

Key Elements: The instructional resource professional:

- Follows federal and state guidelines and school board policies and procedures.
- Maintains positive professional behavior (e.g., appearance, demeanor, punctuality, and attendance).
- Performs assigned duties in a timely manner.
- Respects and maintains confidentiality.
- Evaluates and identifies strengths and areas for growth related to professional skills.
- Sets measurable goals for improvement of skills and professional performance.
- Participates in professional growth activities and incorporates learning into professional practices.
- Mentors, trains, and/or supports colleagues in professional growth opportunities.
- Contributes to the organization and community.
- Adheres to professional, legal, and ethical standards.

Comments:

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Learner/Client or Program Progress

The work of the instructional resource professional results in effective services and measurable learner/client and/or program progress based on established standards, division goals, and/or school goals.

Key Elements: The instructional resource professional ...

- Sets measurable, reasonable, attainable, and rigorous goals for learner progress and program outcomes.
- Assesses prerequisite knowledge and skills to determine level of service delivery.
- Monitors learner/client and/or program progress and adjusts practices based on appropriate assessments.
- Identifies and establishes additional means of support to increase learner/client and/or program progress.
- Provides evidence that learner/client progress and/or programs are meeting measurable, reasonable, and appropriate outcomes.

Comments:



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Additional Comments:

Teacher Signature _____

Date _____

Observer Name _____

Observer Signature _____

Date _____