



Huron Intermediate School District
Ancillary Staff/Consultant Evaluation Rubric
School Year \_\_\_\_\_

Table with 3 columns: Staff, Evaluator, Date(s) of Observation

1. Student Growth
a. Measure not yet determined
Comments

2. Planning and Preparation
a. Demonstrates Knowledge of Area of Service
b. Demonstrates Knowledge of Individuals Receiving Services
c. Designs Appropriate Strategies Aligned with Targeted Goals
d. Uses Time Wisely
Comments

3. Environment
a. Creates an Environment of Respect and Rapport
b. Establishes a Culture for Growth
c. Orchestrates Procedures Conducive to Learning
d. Manages Learner Behavior
e. Organizes Physical Space
f. Practices School Health and Safety Procedures
Comments

<b>4. Delivery of Services</b>		
a.	Communicates Clearly and Accurately	<i>Directions and procedures, oral and written language</i>
b.	Engages Individuals in Targeted Service	<i>Content of service delivery, activities; grouping of learners, motivation, participation; materials and resources; structure and pacing</i>
c.	Provides Feedback to Individuals	<i>Quality—accurate, substantive, constructive, and specific; timeliness</i>
d.	Demonstrates Flexibility During Delivery of Services	<i>Continuous monitoring and adjustment of service delivery, problem solving</i>
e.	Uses Service Delivery Time Productively	<i>Full use of available time to achieve targeted goals</i>
f.	Assigns Appropriate Follow-Up Tasks	<i>Duration and frequency, relevant, connected to targeted goals</i>
g.	Engages in Long-Range Reflection of Service Delivery	<i>Goals of targeted individuals accomplished</i>
<b>Comments</b>		
<b>5. Professional Responsibilities</b>		
a.	Maintains Accurate Records	<i>Service delivery records, forms</i>
b.	Communicates with Parents, Families, Districts, Agencies	<i>Information about targeted program, engagement of families, ongoing connections with districts/agencies; appropriate interactions with customers</i>
c.	Cooperates with Colleagues and Support Staff	<i>Respectful, courteous interaction with staff; team player; fair share of ideas, materials, committee work</i>
d.	Cooperates with Administration	<i>Positive participation in staff meetings, committees, improvement initiatives; follows administrative directives</i>
e.	Follows Huron ISD/Building Policies and Procedures	<i>Regulations spelled out in Personnel Handbook; building security</i>
f.	Works Toward Professional Growth	<i>Ongoing learning</i>
g.	Demonstrates Professionalism	<i>Confidentiality in all matters; integrity, initiative, advocacy, good judgment; dress and grooming; attendance, punctuality</i>
<b>Comments</b>		
<b>6. Other</b>		
a.	Ancillary Staff/Consultant Attendance	
b.	Ancillary Staff/Consultant Disciplinary Record	
c.	Accomplishments and Contributions Above Normal Expectations	
d.	Non-required but Relevant Special Training	
<b>Comments</b>		

**Post-Observation Conference****Suggestions for Improvement**

Staff's Signature	Evaluator's Signature	Post-Observation Conference Date (within five days of observation)

Optional staff comments (see attached)