

**KITTITAS SCHOOL DISTRICT**  
Non-Classroom Teacher Evaluation

Teacher: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Criteria 1: Knowledge and Scholarship in Special Field</b>	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
1.1 Provides a theoretical rationale for the use of various procedures					
1.2 Demonstrates understanding of the basic principles of human growth and development					
1.3 Demonstrates awareness of personal and professional limitations and has the ability and knowledge to make appropriate referrals					
1.4 Relates and applies knowledge, research findings and theory deriving from the individual's specific discipline to the development of a program of services					
<b>Totals</b>	0	0	0	0	0
	4 - 5	6 - 8	9 - 13	14 - 16	
Any check in the basic or unsatisfactory column requires a comment. A comment may be provided for proficient and distinguished.					

**Comment:**

<b>Criteria 2: Specialized Skills</b>	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
2.1 Designs and conducts a program providing specific and unique services within the individual's specific discipline					
2.2 Demonstrates ability to synthesize and integrate testing and non-testing data concerning the student					
2.3 Administers assessment procedures or organizes and prepares those who will administer assessment procedures					
2.4 Demonstrates ability to assist teachers and administrators integrate specialized information into the regular curricular program					
2.5 Develops goals and objectives consistent with District-level goals and objectives which will facilitate the implementation of programs and service					
<b>Totals</b>	0	0	0	0	0
	5 - 7	8 - 11	12 - 16	17 - 20	
Any check in the basic or unsatisfactory column requires a comment. A comment may be provided for proficient and distinguished.					

**Comment:**

<b>Criteria 3: Management of Special and Technical Environment</b>	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
<b>3.1 Selects or recommends testing and non-testing devices, materials, or equipment appropriate to student needs.</b>					
<b>3.2 Demonstrates the use and an understanding of the limitations and restrictions of devices, materials, and procedures, etc</b>					
<b>3.3 Uses comparative and interpretive data</b>					
<b>3.4 Creates an environment which provides privacy and protects student and family information, as mandated by codes of ethics, federal and state regulations, and local school District policies</b>					
<b>Totals</b>	0	0	0	0	0
	4 - 5	6 - 8	9 - 13	14 - 16	
Any check in the basic or unsatisfactory column requires a comment. A comment may be provided for proficient and distinguished.					

**Comment:**

<b>Criteria 4: The Support Person as a Professional</b>	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
<b>4.1 Demonstrates awareness of the law as it relates to area of specialization</b>					
<b>4.2 Demonstrates awareness of responsibilities to students, parents, and other educational personnel as defined by the professional code of ethics supported by the support person's competence area</b>					
<b>4.3 Demonstrates commitment to school and professional activities (attendance at local District and state meetings, consortium activities, participation on special committees, etc</b>					
<b>4.4 Demonstrates commitment to the concept of career-long professional growth by participation in workshops and seminars or graduate study</b>					
<b>Totals</b>	0	0	0	0	0
	4 - 5	6 - 8	9 - 13	14 - 16	
Any check in the basic or unsatisfactory column requires a comment. A comment may be provided for proficient and distinguished.					

**Comment:**

<b>Criteria 5: Involvement in Assisting Pupils, Parents, and Educational Personnel</b>	Unsatisfactory 1	Basic 2	Proficient 3	Distinguished 4	
<b>5.1 Consults with other employees, school personnel, and parents, concerning the development, coordination, and/or extension of services to those needing specialized programs</b>					
<b>5.2 Plans and develops support programs to serve the preventive and developmental needs of the school population and the special needs for some students</b>					
<b>5.3 Interprets characteristics and needs of students to parents, staff, and community, in group and individual settings via oral and written communications</b>					
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	3 - 4	5 - 6	7 - 10	11 - 12	
Any check in the basic or unsatisfactory column requires a comment. A comment may be provided for proficient and distinguished.					

**Comment:**

FINAL SUMMARY					Criteria Score
<b>Criteria 1: Knowledge and Scholarship in Special Field</b>					
<b>Criteria 2: Specialized Skills</b>					
<b>Criteria 3: Management of Special and Technical Environment</b>					
<b>Criteria 4: The Support Person as a Professional</b>					
<b>Criteria 5: Involvement in Assisting Pupils, Parents, and Educational Personnel</b>					
<b>Total</b>					<b>0</b>
Preliminary Summative Rating:	Unsatisfactory 5 - 7	Basic 8 - 11	Proficient 12 - 16	Distinguished 17 - 20	

Based on artifacts collected and observations done on the following dates: \_\_\_\_\_

\_\_\_\_\_ has an overall rating of

*Teacher name*

\_\_\_\_\_

*Evaluator*

*Date*

*Teacher*

*Date*

*(The evaluatee's signature indicates that he/she has read and discussed the document in a conference but does not necessarily imply agreement.)*