

**KITTITAS SCHOOL DISTRICT**  
NON-CLASSROOM TEACHER OBSERVATION

Teacher:	Evaluator:
Position/Title:	Date of Conference:

<b>Criteria 1: Knowledge and Scholarship in Special Field</b>	Unsatisfactory	Basic	Proficient	Distinguished	Not Observed
<b>1.1 Provides a theoretical rationale for the use of various procedures</b>					
<b>1.2 Demonstrates understanding of the basic principles of human growth and development</b>					
<b>1.3 Demonstrates awareness of personal and professional limitations and has the ability and knowledge to make appropriate referrals</b>					
<b>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>					

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	Basic	Proficient	Distinguished	Not Observed
<b>2.1 Designs and conducts a program providing specific and unique services within the individual's specific discipline</b>					
<b>2.2 Demonstrates ability to synthesize and integrate testing and non-testing data concerning the student</b>					
<b>2.3 Administers assessment procedures or organizes and prepares those who will administer assessment procedures</b>					
<b>2.4 Demonstrates ability to assist teachers and administrators integrate specialized information into the regular curricular program</b>					
<b>2.5 Develops goals and objectives consistent with District-level goals and objectives which will facilitate the implementation of programs and service</b>					

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	Basic	Proficient	Distinguished	Not Observed
<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>					

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	Basic	Proficient	Distinguished	Not Observed
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<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>					

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	Basic	Proficient	Distinguished	Not Observed
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<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>					

Any check in the basic or unsatisfactory column requires a comment. A comment may be provided for proficient and distinguished.

**Comment:**

**Additional Overall Comment (if needed):**

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*Evaluator*

*Date*

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*Employee*

*Date*

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