

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

PROFESSIONAL STAFF EMPLOYEE EVALUATION SUMMARY

Name: _____ Building Assignment: ____ ES ____ MS ____ HS

Status: ____ 1 ____ 2 ____ 3 ____ 4 ____ Tenure Date of Last Evaluation: _____

This evaluation tool is an adaptation of Charlotte Danielson's work with review of the literature of Doug Reeves and others. It may not be shared outside of Richmond Community School District without copyright permission from ASCD. Richmond's yearly copyright permission is limited to our three buildings.

DOMAIN 1 – PLANNING AND PREPARATION	HE E ME IE
1a. Demonstrating knowledge and skill in the specialist therapy area; holding relevant cert./license.	
1b. Establishing goals for the therapy program appropriate to the setting and the student served.	
1c. Demonstrating knowledge of district, state, and federal regulations and guidelines.	
1d. Demonstrating knowledge of resources, both within and beyond the school and district.	
1e. Planning the therapy program, integrated with the regular school program, to meet the needs of individual students.	
1f. Developing a plan to evaluate the therapy program.	
DOMAIN 2 – THE ENVIRONMENT	HE E ME IE
2a. Establishing rapport with students	
2b. Organizing time effectively.	
2c. Follows established guidelines for referrals.	
2d. Establishing standards of conduct in the treatment sessions.	
2e. Organizing physical space for testing of students and providing therapy.	
DOMAIN 3 – DELIVERY OF SERVICE	HE E ME IE
3a. Responding to referrals and evaluating student needs.	
3b. Developing and implementing treatment plans to maximize students' success.	
3c. Communicating with families.	
3d. Collecting information; writing reports.	
3e. Demonstrating flexibility and responsiveness.	
DOMAIN 4 – PROFESSIONAL RESPONSIBILITIES	HE E ME IE
4a. Reflecting on practice.	
4b. Collaborating with teachers and administrators.	
4c. Maintaining an effective data management system.	
4d. Participating in a professional community.	
4e. Engaging in professional development.	
4f. Showing professionalism, including integrity advocacy, and maintaining confidentiality.	

DOMAIN 5 – STUDENT ACHIEVEMENT GROWTH AND ASSESSMENTS		
Goal 1 – Building Level – 80% or higher of the average number of students met or exceeded the <i>Projected Growth Target</i> as measured by the NWEA (Fall-Spring).	MET	NOT MET
Mathematics		
Reading		
Language Usage		
Goal 2 – Building Level – Based on School Improvement Plan	MET	NOT MET
<i>Type Goal Here</i>		
<i>Type Evidence of Goal Here</i>		
Goal 3 – Classroom Level - Professional Best Practices Goal	MET	NOT MET
<i>Type Goal Here</i>		
<i>Type Evidence of Goal Here</i>		

Within Domain 5 there are three (3) Goals. If the staff member meets 3 of 3 Goals the overall rating for Domain 5 shall be Highly Effective, 2 of the 3 Goals the overall rating for Domain 5 shall be Effective, 1 of 3 Goals the overall rating for Domain 5 shall be Minimally Effective, and 0 of 3 Goals the overall rating for Domain 5 shall be Ineffective. Data for Goal 1 will be based only on students who have a test score on the Fall NWEA **AND** Spring NWEA.

WALK-THROUGH AND/OR OBSERVATION DATES			

It is the expectation of the Superintendent that the Evaluator documents multiple Walk-throughs and/or Observations prior to completing the final evaluation.

OVERALL NARRATIVE

Any Domain in which a subcategory is indicated as *Minimally Effective* or *Ineffective* shall be detailed in the overall narrative.

STATE OF MICHIGAN OVERALL EVALUATION RATING. A staff member that does not meet the standard for Domain 5, Goal 1, will not be prevented from achieving an overall Highly Effective rating should their personal student achievement data demonstrate otherwise.

Highly Effective (HE)	Effective (E)	Minimally Effective (ME)	Ineffective (IE)
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Highly Effective indicates that the Superintendent’s Instructional Team has reviewed all documentation provided by the Evaluator and concurs with the Evaluator’s recommendation.

An overall Minimally Effective Rating may require a staff member to be placed on an Individual Development Plan (IDP).

A staff member with an overall Ineffective Rating shall be placed on an Individual Development Plan (IDP).

By signing your name indicates that you have received your evaluation.

Checking the box to the left indicates the staff member’s intent to file a written reaction to this evaluation.

Signature of Staff Member

Date

Signature of Administrator

Date

Signature of Support Administrator, If applicable

Date

Brian J. Walmsley, Ed.S., Superintendent

Date

The signature of the Superintendent is only an indication that the staff member’s evaluation has been reviewed by the Superintendent.