

FORMATIVE CONFERENCE FORM FOR SPECIAL EDUCATION CONSULTANT

Evaluatee: _____

Evaluator/Observer: _____ Position: _____

Date of Conference: _____ School/Department: _____

*** To provide technical support to teachers on Standards 1, 2, 3, 4 & 5**

Standards Performance Criteria	More than one rating can be checked			Professional Growth Comments
	Met	Growth Needed	Not Met	
Standard 1: Implements Curriculum / Plans Instruction				
1.14 Collaborates with others to develop and deliver an aligned curriculum to meet the identified needs of students				
1.16 Plans activities to fully implement IEP, 504 Plan, and/or RtI plan				
Standard 2: Organizes Learning Environment / Climate				
2.1 Arranges environment to accommodate individual, small-group, and large-group activities				
2.2 Alters physical arrangement to match planned activities/student's needs				
2.3 Maintains a safe/functional environment that minimizes barriers to learning				
2.4 Arranges instructional materials / media/ equipment / technologies to maximize learning opportunities				
2.5 Displays sensitivity when dealing with students and others				
2.6 Interacts positively with students, colleagues, parents, and community members				

Standards Performance Criteria	More than one rating can be checked			Professional Growth Comments
	Met	Growth Needed	Not Met	
Standard 3: Presents Instruction / Guides Learning				
3.1 Involves all students in learning opportunities				
Standard 4: Assesses Learning/Activities				
4.5 Analyzes assessment results to improve/revise instruction				
Standard 5: Manages Student Behavior				
5.1 Establishes/maintains behavioral expectations (class rules) of students				
5.2 Monitors students' behaviors according to local school/district policies and procedures				
Standard 6: Communicates Effectively				
6.1 Listens to others, showing an interest in and sensitivity to their ideas, answers, and opinions				
6.2 Speaks distinctly and clearly				
6.3 Adjusts volume and tone for emphasis				
6.4 Models correct grammar and pronunciation				
6.5 Provides clear instructions				
6.6 Shares student expectations, criteria for assessment, student progress with students and parents in meeting, conferences, written progress, reports, etc.				
6.7 Displays awareness of space and presence when interacting with others				
6.8 Makes effective use of non-verbal cues, expressions, gestures, etc.				

Standards Performance Criteria	More than one rating can be checked			Professional Growth Comments
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Standard 7: Exhibits Professionalism				
7.1 Evaluates self to identify needs for instructional improvement				
7.2 Develops/reviews a professional growth plan congruent with school/district/KERA goals and missions				
7.3 Reviews professional growth plan annually and revise plan as needs/goals change				
7.4 Participates in professional development activities (continuing education, workshops, seminars, action-based research, teacher networks, study groups, etc.)				
7.5 Shares instructional materials, information, ideas with colleagues				
7.6 Strives to improve instruction on a consistent basis				
7.7 Maintains appropriate confidentiality regarding students' behaviors and Performances				
7.8 Upholds and models Kentucky School Personnel Code of Ethics				
7.9 Encourages professional growth of peers				
7.10 Attains all standards established by the EPSB				
Standard 8: Meets Job Expectations/ Descriptions				
8.1 Follows proper channels to address issues and answers				
8.2 Meets assigned time frames as stipulated				

Standards Performance Criteria	More than one rating can be checked			Professional Growth Comments
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8.3 Serves on various school/district committee				
8.4 Follows school/district policies and procedures including employee time, attendance, and punctuality				
8.5 Performs other (out-of-class) duties consistent with contract/job expectations				
8.6 Attends ARC, 504, and PLC meetings, when notified, and adheres to all steps of due process				
Standard 9: Demonstrates Implementation of Technology				
9.1 Operates a multimedia computer and peripherals to install and use a variety of software				
9.2 Uses terminology related to computers and technology appropriately in written and verbal communication				
9.3 Demonstrates knowledge of the use of technology in business, industry, and society				
9.4 Uses the computer to do word processing create databases and spreadsheets, access electronic mail and the Internet and make presentations				
9.5 Uses technology to enhance professional productivity and support instruction				
9.6 Requests and uses appropriate assistive and adaptive devices for students with special needs				
9.7 Designs lessons that combine technology and research-based instructional practices				

Standards Performance Criteria	More than one rating can be checked			Professional Growth Comments
	Met	Growth Needed	Not Met	
9.8 Uses technology to support assessments of student learning				