

Spencer County Schools
Post Observation Document – Guidance Counselor

Evaualatee _____ **School** _____

Evaluator _____ **Gr/Content** _____

Date of Observation _____ **Tenured** _____ **Non Tenured** _____ **Full** _____ **Mini** _____

Domain 1: Planning and Preparation	Rating:				Domain 2: The Environment	Rating:			
A: Knowledge of theory & Counseling Techniques	I	D	A	E	A: Creating an Environment of Respect and Rapport	I	D	A	E
B: Knowledge of child & Adolescent Development	I	D	A	E	B: Establishing a Culture for Productive Communication	I	D	A	E
C: Establishing Appropriate Goals	I	D	A	E	C: Managing Routines and Procedures	I	D	A	E
D: Knowledge of State & Federal Regulations	I	D	A	E	D: Establishes Standards of Conduct	I	D	A	E
E: Integration with Regular School Program	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Plan for Evaluation of the Counseling Program	I	D	A	E					
Domain 3: Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Assessing Student Needs	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Assisting in formulation of Plans	I	D	A	E	B: Maintains & Submits Accurate Records	I	D	A	E
C: Using Techniques with Individuals & Classrooms	I	D	A	E	C: Communicating with Families	I	D	A	E
D: Brokering Resources to Meet Needs	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Engaging in Professional Development	I	D	A	E
					F: Shows Professionalism	I	D	A	E

Comments:

Evaluatee Signature _____ **Date** _____

Evaluator Signature* _____ **Date** _____

*Denotes sharing of information only, not necessarily agreement with the rating.

Spencer County Schools

Summative Document – Guidance Counselor

Evaluatee _____ School _____

Evaluator _____ Gr/Content _____

Tenured					Non Tenured				
Domain 1: Planning and Preparation	Rating:				Domain 2: The Environment	Rating:			
A: Knowledge of theory & Counseling Techniques	I	D	A	E	A: Creating an Environment of Respect and Rapport	I	D	A	E
B: Knowledge of child & Adolescent Development	I	D	A	E	B: Establishing a Culture for Productive Communication	I	D	A	E
C: Establishing Appropriate Goals	I	D	A	E	C: Managing Routines and Procedures	I	D	A	E
D: Knowledge of State & Federal Regulations	I	D	A	E	D: Establishes Standards of Conduct	I	D	A	E
E: Integration with Regular School Program	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Plan for evaluation of the counseling program	I	D	A	E					
Domain 3: Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Assessing Student Needs	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Assisting in formulation of Plans	I	D	A	E	B: Maintains & Submits Accurate Records	I	D	A	E
C: Using Techniques with Individuals & Classrooms	I	D	A	E	C: Communicating with Families	I	D	A	E
D: Brokering Resources to Meet Needs	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Engaging in Professional Development	I	D	A	E
					F: Shows Professionalism	I	D	A	E
Student Growth Component:	Rating				Professional Practice Total Score:	I	D	A	E
State Contribution	NA	L	E	H	Final Rating	I	D	A	E
Local Contribution		L	E	H					
Combined Score:		L	E	H					

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

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Spencer County Schools

Post Conference Document –Instructional Specialist

Evaluatee _____ School _____

Evaluator _____ Gr/Content _____

Date of Observation _____ Tenured _____ Non Tenured _____ Full _____ Mini _____

Domain 1: Planning and Preparation	Rating:				Domain 2: The Environment	Rating:			
A: Knowledge of Current Trends	I	D	A	E	A: Creating an Environment of Trust and Respect	I	D	A	E
B: Knowledge of School's Program & Teacher Skills	I	D	A	E	B: Establishing a Culture for Ongoing Improvement	I	D	A	E
C: Establishing Goals for the Support Program	I	D	A	E	C: Establishing Clear Procedures	I	D	A	E
D: Knowledge School and District Resources	I	D	A	E	D: Establishes & Maintains Norms for Interaction	I	D	A	E
E: Planning & Integrating the Support Program	I	D	A	E	E: Organizing Physical Space for Workshops or Training	I	D	A	E
F: Plan for evaluation of the Support Program	I	D	A	E					
Domain 3: Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Collaborating with Teachers on Lessons	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Engaging teachers in Learning New Skills	I	D	A	E	B: Preparing & Submitting Budgets & Reports	I	D	A	E
C: Sharing Expertise with Staff	I	D	A	E	C: Coordinating with Other Instructional Specialists	I	D	A	E
D: Locating Resources to Support Improvement	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Engaging in Professional Development	I	D	A	E
					F: Shows Professionalism	I	D	A	E

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

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Spencer County Schools

Summative Document – Instructional Specialist

Evaluatee _____ School _____

Evaluator _____ Gr/Content _____

Tenured	Non Tenured	Summative Year	Non Summative Year
Domain 1: Planning and Preparation	Rating:	Domain 2: The Environment	Rating:
A: Knowledge of Current Trends	I D A E	A: Creating an Environment of Trust and Respect	I D A E
B: Knowledge of School's Program & Teacher Skills	I D A E	B: Establishing a Culture for Ongoing Improvement	I D A E
C: Establishing Goals for the Support Program	I D A E	C: Establishing Clear Procedures	I D A E
D: Knowledge School and District Resources	I D A E	D: Establishes & Maintains Norms for Interaction	I D A E
E: Planning & Integrating the Support Program	I D A E	E: Organizing Physical Space for Workshops or Training	I D A E
F: Plan for evaluation of the Support Program	I D A E		
Domain 3: Delivery of Service	Rating:	Domain 4: Professional Responsibilities	Rating:
A: Collaborating with Teachers on Lessons	I D A E	A: Reflecting on Practice	I D A E
B: Engaging teachers in Learning New Skills	I D A E	B: Preparing & Submitting Budgets & Reports	I D A E
C: Sharing Expertise with Staff	I D A E	C: Coordinating with Other Instructional Specialists	I D A E
D: Locating Resources to Support Improvement	I D A E	D: Participating in a Professional Community	I D A E
E: Flexibility and Responsiveness	I D A E	E: Engaging in Professional Development	I D A E
		F: Shows Professionalism	I D A E
Student Growth Component:	Rating	Professional Practice Total Score:	I D A E
State Contribution	NA L E H	Final Rating	I D A E
Local Contribution	L E H		
Combined Score:	L E H		

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

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Spencer County Schools

Post Observation Document –Media Specialist

Evaluatee _____ School _____

Evaluator _____ Grade _____

Date of Observation _____ Tenured _____ Non Tenured _____ Full _____ Mini _____

Domain 1: Planning and Preparation	Rating:				Domain 2: Library Environment	Rating:			
A: Knowledge of Content and Process	I	D	A	E	A: Creating a Culture of Respect and Rapport	I	D	A	E
B: Knowledge of Students	I	D	A	E	B: Establishing a Culture for Learning	I	D	A	E
C: Supporting Instructional Goals	I	D	A	E	C: Managing Student Behavior	I	D	A	E
D: Knowledge and use of Resources	I	D	A	E	D: Managing Student Behavior	I	D	A	E
E: Knowledge of Literature and Learning	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Collaborating for instructional experiences	I	D	A	E					
Domain 3: Instruction & Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Communicating clearly and Accurately	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Using Questioning and Research Techniques	I	D	A	E	B: Maintains Accurate Records	I	D	A	E
C: Engaging Students in Learning	I	D	A	E	C: Communicating with School Staff and Community	I	D	A	E
D: Assessment in Instruction	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Growing and Developing Professionally	I	D	A	E
					F: Collection Development and Maintenance	I	D	A	E

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

*Denotes sharing of information only, not necessarily agreement with the rating.

Spencer County Schools

Summative Document – Media Specialist

Evaluatee _____ School _____

Evaluator _____ Gr/Content _____

Tenured	Non Tenured	Summative Year				Non Summative Year			
Domain 1: Planning and Preparation	Rating:				Domain 2: Library Environment	Rating:			
A: Knowledge of Content and Process	I	D	A	E	A: Creating a Culture of Respect and Rapport	I	D	A	E
B: Knowledge of Students	I	D	A	E	B: Establishing a Culture for Learning	I	D	A	E
C: Supporting Instructional Goals	I	D	A	E	C: Managing Student Behavior	I	D	A	E
D: Knowledge and use of Resources	I	D	A	E	D: Managing Student Behavior	I	D	A	E
E: Knowledge of Literature and Learning	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Collaborating for instructional experiences	I	D	A	E					
Domain 3: Instruction & Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Communicating clearly and Accurately	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Using Questioning and Research Techniques	I	D	A	E	B: Maintains Accurate Records	I	D	A	E
C: Engaging Students in Learning	I	D	A	E	C: Communicating with School Staff and Community	I	D	A	E
D: Assessment in Instruction	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Growing and Developing Professionally	I	D	A	E
					F: Collection Development and Maintenance	I	D	A	E
Student Growth Component:	Rating				Professional Practice Total Score:	I	D	A	E
State Contribution	NA	L	E	H	Final Rating				
Local Contribution		L	E	H		I	D	A	E
Combined Score:		L	E	H					

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

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Spencer County Schools

Post Observation Document –Therapeutic Specialists

Evauletee _____ School _____

Evaluator _____ Gr/Content _____

Date of Observation _____ Tenured _____ Non Tenured _____ Full _____ Mini _____

Domain 1: Planning and Preparation	Rating:				Domain 2: The Environment	Rating:			
A: Knowledge and Skill in Field of Expertise	I	D	A	E	A: Establishing Rapport with Students	I	D	A	E
B: Establishing Goals for the Therapy Program	I	D	A	E	B: Organizing Time Effectively	I	D	A	E
C: Knowledge of Regulations & Guidelines	I	D	A	E	C: Establishing & Maintaining Referrals	I	D	A	E
D: Knowledge of Resources	I	D	A	E	D: Establishes Standards of Conduct	I	D	A	E
E: Planning & Integration to Meet Student Needs	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Plan for evaluation of the Therapy Program	I	D	A	E					
Domain 3: Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Responding to & Evaluating Student Needs	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Develop & Implement Treatment Plans	I	D	A	E	B: Collaborates with Teachers & Administrators	I	D	A	E
C: Communicating with Families	I	D	A	E	C: Maintains Data Effectively	I	D	A	E
D: Collecting Information & Writing Reports	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Engaging in Professional Development	I	D	A	E
					F: Shows Professionalism	I	D	A	E

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

*Denotes sharing of information only, not necessarily agreement with the rating.

Spencer County Schools

Summative Document – Therapeutic Specialists

Evaluatee _____ School _____

Evaluator _____ Gr/Content _____

Tenured	Non Tenured	Summative Year				Non Summative Year			
Domain 1: Planning and Preparation	Rating:				Domain 2: The Environment	Rating:			
A: Knowledge and Skill in Field of Expertise	I	D	A	E	A: Establishing Rapport with Students	I	D	A	E
B: Establishing Goals for the Therapy Program	I	D	A	E	B: Organizing Time Effectively	I	D	A	E
C: Knowledge of Regulations & Guidelines	I	D	A	E	C: Establishing & Maintaining Referrals	I	D	A	E
D: Knowledge of Resources	I	D	A	E	D: Establishes Standards of Conduct	I	D	A	E
E: Planning & Integration to Meet Student Needs	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Plan for evaluation of the Therapy Program	I	D	A	E					
Domain 3: Delivery of Service	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Responding to & Evaluating Student Needs	I	D	A	E	A: Reflecting on Practice	I	D	A	E
B: Develop & Implement Treatment Plans	I	D	A	E	B: Collaborates with Teachers & Administrators	I	D	A	E
C: Communicating with Families	I	D	A	E	C: Maintains Data Effectively	I	D	A	E
D: Collecting Information & Writing Reports	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Engaging in Professional Development	I	D	A	E
					F: Shows Professionalism	I	D	A	E
Student Growth Component	Rating:				Professional Practice Total Score	I	D	A	E
State Contribution	NA	L	E	H	Final Rating				
Local Contribution		L	E	H		I	D	A	E
Combined Score		L	E	H					

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

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Spencer County Schools

Post Observation Document - Teacher

Evalutee _____ School _____

Evaluator _____ Gr/Content _____

Date of Observation _____ Tenured _____ Non Tenured _____ Full _____ Mini _____

Domain 1: Planning and Preparation	Rating:				Domain 2: Classroom Environment	Rating:			
A: Knowledge of Content and Pedagogy	I	D	A	E	A: Creating a Respect and Rapport	I	D	A	E
B: Knowledge of Students	I	D	A	E	B: Establishing a Culture for Learning	I	D	A	E
C: Selecting Instructional Outcomes	I	D	A	E	C: Managing Classroom Procedures	I	D	A	E
D: Knowledge of Resources	I	D	A	E	D: Managing Student Behavior	I	D	A	E
E: Designing Coherent Instruction	I	D	A	E	E: Organizing Physical Space	I	D	A	E
F: Designing Student Assessment	I	D	A	E					
Domain 3: Instruction	Rating:				Domain 4: Professional Responsibilities	Rating:			
A: Communicating with Students	I	D	A	E	A: Reflecting on Teaching	I	D	A	E
B: Questioning and Discussion Techniques	I	D	A	E	B: Maintains Accurate Records	I	D	A	E
C: Engaging Students in Learning	I	D	A	E	C: Communicating with Families	I	D	A	E
D: Using Assessment in Instruction	I	D	A	E	D: Participating in a Professional Community	I	D	A	E
E: Flexibility and Responsiveness	I	D	A	E	E: Growing and Developing Professionally	I	D	A	E
					F: Demonstrating Professionalism	I	D	A	E

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

*Denotes sharing of results, not necessarily agreement with the formative rating

Spencer County Schools Summative Document - Teacher

Evaluatee _____ School _____

Evaluator _____ Gr/Content _____

Tenured	Non Tenured	Summative Year	Non Summative Year
Domain 1: Planning and Preparation	Rating:	Domain 2: Classroom Environment	Rating:
A: Knowledge of Content and Pedagogy	I D A E	A: Creating a Culture of Respect and Rapport	I D A E
B: Knowledge of Students	I D A E	B: Establishing a Culture for Learning	I D A E
C: Selecting Instructional Outcomes	I D A E	C: Managing Classroom Procedures	I D A E
D: Knowledge of Resources	I D A E	D: Managing Student Behavior	I D A E
E: Designing Coherent Instruction	I D A E	E: Organizing Physical Space	I D A E
F: Designing Student Assessment	I D A E		
Domain 3: Instruction	Rating:	Domain 4: Professional Responsibilities	Rating:
A: Communicating with Students	I D A E	A: Reflecting on Teaching	I D A E
B: Questioning and Discussion Techniques	I D A E	B: Maintains Accurate Records	I D A E
C: Engaging Students in Learning	I D A E	C: Communicating with Families	I D A E
D: Using Assessment in Instruction	I D A E	D: Participating in a Professional Community	I D A E
E: Flexibility and Responsiveness	I D A E	E: Growing and Developing Professionally	I D A E
		F: Demonstrating Professionalism	I D A E
Student Growth Component:	Rating	Professional Practice Total Score:	I D A E
State Contribution	NA L E H	Final Rating	I D A E
Local Contribution	L E H		
Combined Score:	L E H		

Comments:

Evaluatee Signature _____ Date _____

Evaluator Signature* _____ Date _____

*Denotes sharing of information only, not necessarily agreement with the rating.

Spencer County Schools Administrator Summative Document

Evaluatee _____ Evaluator _____

School _____ Position _____

Domain 1: <i>Instructional Leadership</i>	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E	Domain 2: <i>School Climate</i>	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E														
I	D	A	E																						
I	D	A	E																						
Domain 3: <i>Human Resources Management</i>	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E	Domain 4: <i>Organizational Management</i>	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E														
I	D	A	E																						
I	D	A	E																						
Domain 5: <i>Communications and Community Relations</i>	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E	Domain 6: <i>Professionalism</i>	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E														
I	D	A	E																						
I	D	A	E																						
Working Conditions Goal	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> <td style="width: 25%; text-align: center;">NA</td> </tr> </table>	I	D	A	E	NA	Professional Practice Total Score	Rating: <table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E													
I	D	A	E	NA																					
I	D	A	E																						
Student Growth Component	<table style="margin: auto;"> <tr><td colspan="3" style="text-align: center;">State</td></tr> <tr> <td style="border: 1px solid black; width: 33%; text-align: center;">L</td> <td style="border: 1px solid black; width: 33%; text-align: center;">E</td> <td style="border: 1px solid black; width: 33%; text-align: center;">H</td> </tr> <tr><td colspan="3" style="text-align: center;">Local</td></tr> <tr> <td style="border: 1px solid black; text-align: center;">L</td> <td style="border: 1px solid black; text-align: center;">E</td> <td style="border: 1px solid black; text-align: center;">H</td> </tr> <tr><td colspan="3" style="text-align: center;">Overall</td></tr> <tr> <td style="border: 1px solid black; text-align: center;">L</td> <td style="border: 1px solid black; text-align: center;">E</td> <td style="border: 1px solid black; text-align: center;">H</td> </tr> </table>	State			L	E	H	Local			L	E	H	Overall			L	E	H	Final Rating	<table border="1" style="margin: auto; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">I</td> <td style="width: 25%; text-align: center;">D</td> <td style="width: 25%; text-align: center;">A</td> <td style="width: 25%; text-align: center;">E</td> </tr> </table>	I	D	A	E
State																									
L	E	H																							
Local																									
L	E	H																							
Overall																									
L	E	H																							
I	D	A	E																						

Comments:

Evaluator Signature _____ Date _____

Evaluatee Signature* _____ Date _____

*Denotes sharing of results, not necessarily agreement with the formative rating

Spencer County Schools Professional Growth Plan

Evaluatee _____ Evaluator _____ Work Site _____

Non Tenured _____ Tenured ___1___2___3 School Year _____

Goal:	Strategies/Evidence:	Target Dates:
Goal:	Strategies/Evidence:	Target Dates:
Goal:	Strategies/Evidence:	Target Dates:

Date _____ Evaluatee _____ Evaluator _____

Summary of Impact:

Date _____ Evaluatee _____ Evaluator _____

A mid-year review is encouraged but not required.