# Spencer County Schools Post Observation Document – Guidance Counselor

Evaulatee					School				
Evaluator					Gr/Content				
Date of Observation			Tenu	red_	Non Tenured	FullMin		Mini_	
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: The Environment		Ra		
A: Knowledge of theory & Counseling Techniques	I	D	A	E	A: Creating an Environment of Respect and Rapport	I	D	A	F
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		Rat	ing:		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					Da	te			
Evaluator Signature*					Da	ıte			

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

# Spencer County Schools Summative Document – Guidance Counselor

Evaulatee					School							
Evaluator					Gr/Content							
T	enure	i			Non Tenured							
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: The Environment		Ra	ting:				
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		Ra	ting:				
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:		Rat	ing		Professional Practice Total Score:	I	D	A	E			
State Contribution	NA	L	E	Н								
Local Contribution		L	E	Н	Final Rating	I	D	A	E			
Combined Score:		L	E	H								
Comments: Evaluatee Signature					Dat	:e						
Evaluator Signature*_					Da							

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

## Spencer County Schools Post Conference Document –Instructional Specialist

Evaulatee					School				
Evaluator	-11		38.		Gr/Content				
Date of Observation			_Tenu	ıred_	Non TenuredF	Full		Mini_	
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: The Environment	Ra		ting:	
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		Rat	ing:		Domain 4: Professional Responsibilities			ting:	
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	Е	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									
Evaluator Signature*					Da	te			

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

#### Spencer County Schools Summative Document – Instructional Specialist

Tenur				Gr/Content				
	ed		Sum	mative Year Non Su	ummative Year			
	Rat	ing:		Domain 2: The Environment		Ra	ting:	
I	D	A	E	A: Creating an Environment of Trust and Respect	I	D	A	E
I	D	A	E	B: Establishing a Culture for Ongoing Improvement	I	D	A	E
I	D	A	E	C: Establishing Clear Procedures	I	D	A	E
I	D	A	E	D: Establishes & Maintains Norms for Interaction	I	D	A	E
I	D	A	E	E: Organizing Physical Space for Workshops or Training	I	D	A	E
I	D	A	E					
	Rat	ing:		Domain 4: Professional Responsibilities	70			
I	D	A	E	A: Reflecting on Practice	I	D	A	E
I	D	A	E	B: Preparing & Submitting Budgets & Reports	I	D	A	E
I	D	A	E	C: Coordinating with Other Instructional Specialists	I	D	A	E
I	D	A	E	D: Participating in a Professional Community	I	D	A	E
I	D	A	E	E: Engaging in Professional Development	I	D	A	E
				F: Shows Professionalism	I	D	A	E
	Rat	ing		Professional Practice Total Score:	I	D	A	E
NA	L	E	H					
	L	E	Н	Final Rating	T	D	A	E
	L	E	Н	Timai itating	•		11	
	L	E	Н					
	I I I I I I I I I I I I I I I I I I I	I D I D I D I D I D I D I D I D I D I D	I D A I D A I D A I D A I D A I D A I D A I D A I D A I D A I D A I D A I D A I D A I D E E E	I D A E I D A E	of Trust and Respect  I D A E B: Establishing a Culture for Ongoing Improvement  I D A E C: Establishing Clear Procedures  I D A E D: Establishes & Maintains Norms for Interaction  I D A E E: Organizing Physical Space for Workshops or Training  I D A E A: Reflecting on Practice  I D A E B: Preparing & Submitting Budgets & Reports  I D A E C: Coordinating with Other Instructional Specialists  I D A E D: Preparing & Submitting Budgets & Reports  I D A E D: Preparing & Submitting Budgets & Reports  I D A E D: Participating in a Professional Community  I D A E E: Engaging in Professional Development  F: Shows Professional Practice  Total Score:  NA L E H  L E H  Final Rating	of Trust and Respect  I D A E B: Establishing a Culture for Ongoing Improvement  I D A E C: Establishing Clear Procedures  I D A E D: Establishes & Maintains Norms for Interaction  I D A E E: Organizing Physical Space for Workshops or Training  I D A E  Rating:  Domain 4: Professional Responsibilities  I D A E A: Reflecting on Practice  I D A E B: Preparing & Submitting Budgets & Reports  I D A E C: Coordinating with Other Instructional Specialists  I D A E D: Participating in a Professional Community  I D A E E: Engaging in Professional Development  F: Shows Professionalism  Rating  Professional Practice  Total Score:  NA L E H  Final Rating  I	of Trust and Respect  I D A E B: Establishing a Culture for Ongoing Improvement  I D A E C: Establishing Clear Procedures  I D A E D: Establishes & Maintains I D Norms for Interaction  I D A E E: Organizing Physical Space for Workshops or Training  I D A E B: Preparing & Submitting Budgets & Reports  I D A E B: Preparing & Submitting Budgets & Reports  I D A E C: Coordinating with Other Instructional Specialists  I D A E D: Participating in a Professional Community  I D A E E: Engaging in Professional I D Development  F: Shows Professionalism  I D Rating  Professional Practice  Total Score:  NA L E H  L E H  L E H  Final Rating  I D	I D A E   B: Preparing & Submitting   I D A

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

# Spencer County Schools Post Observation Document – Media Specialist

Evaulatee					School				
Evaluator	-				Grade				
Date of Observation			Te	nured	Non Tenured	FullM		_Mini_	
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: Library Environment	Ra		iting:	
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		Rat	ing:		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					Da	te			
Evaluator Signature*					D	ate			

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

### Spencer County Schools Summative Document – Media Specialist

Evaulatee					School								
Evaluator					Gr/Content								
Tenured Non T	<b>Fenur</b>	ed		Sum	mative Year Non Si	ımm	mmative Year						
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: Library Environment		Ra	ting:					
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	7		ting:					
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	1	D	A	E	E: Growing and Developing Professionally	I 	D	A	E				
					F: Collection Development and Maintenance	0.000		A					
Student Growth Component:		Rat	ing		Professional Practice Total Score:	I	D	A	E				
State Contribution	NA	L	E	H									
Local Contribution Combined Score:		L L	E E	H	Final Rating	Ι	D	A	E				
Comments: Evaluatee Signature					Da	te							
Evaluator Signature*_					Da	ite			_				

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

#### Spencer County Schools Post Observation Document –Therapeutic Specialists

Evaulatee					School				
Evaluator					Gr/Content				
Date of Observation			Tenu	red_	Non Tenured	Full_	N	/Iini_	
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: The Environment	Rating			
A: Knowledge and Skill in	I	D	A	E	A: Establishing Rapport	I	D	A	E
Field of Expertise					with Students				
B: Establishing Goals for	I	D	A	E	B: Organizing Time	I	D	A	E
the Therapy Program					Effectively				
C: Knowledge of	I	D	A	E	C: Establishing &	I	D	A	E
Regulations & Guidelines					Maintaining Referrals				
D: Knowledge of	I	D	A	E	D: Establishes Standards of	I	D	A	E
Resources					Conduct				
E: Planning & Integration to Meet Student Needs	I	D	A	E	E: Organizing Physical Space	, I	D	A	E
F: Plan for evaluation of	I	D	A	E					
the Therapy Program									
Domain 3: Delivery of		Rat	ing:		Domain 4: Professional		Ra	ting:	
Service					Responsibilities			Ü	
A: Responding to &	I	D	A	E	A: Reflecting on Practice	I	D	A	E
Evaluating Student Needs									
B: Develop & Implement	I	D	A	E	B: Collaborates with	I	D	A	E
Treatment Plans					Teachers & Administrators				
C: Communicating with	I	D	A	E	C: Maintains Data	I	D	A	E
Families					Effectively				
D: Collecting Information	I	D	A	E	D: Participating in a	I	D	A	E
& Writing Reports					Professional Community				
E: Flexibility and	I	D	A	E	E: Engaging in Professional	I	D	A	$\mathbf{E}$
Responsiveness					Development				
					F: Shows Professionalism	I	D	A	E
Comments:									
Evaluatee Signature					D:	ate			
Evaluator Signature*_					D	ate		*	

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

# Spencer County Schools Summative Document – Therapeutic Specialists

Evaulatee			-		School				
Evaluator					Gr/Content				
Tenured Non	Tenur	ed		Sum	mative Year Non S	umm	ative	Year	
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: The Environment		Ra	ting:	
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		Rat	ing:		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		Rati	ing:		Professional Practice Total Score	I	D	A	E
State Contribution	NA	L	E	Н		-			
Local Contribution	,	L	E	Н	Final Rating	T	n		107
Combined Score		L	E	Н		I	D	A	E
Comments:	1	,							
Evaluatee Signature					Da	te			
Evaluator Signature*_					Da	ıte			

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

#### Spencer County Schools Post Observation Document - Teacher

Evaulatee	School													
Evaluator				Gr/Content										
Date of Observation				Tenur	edNon Tenured	Full		_Min	i					
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: Classroom Environment		Ra	ting:						
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		Ra	ting:						
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					

<sup>\*</sup>Denotes sharing of results, not necessarily agreement with the formative rating

#### Spencer County Schools Summative Document - Teacher

Evaulatee					School				
Evaluator					Gr/Content				
Tenured Non	Гenur	ed		Sum	mative Year Non S	umm	ative	Year	
Domain 1: Planning and Preparation		Rat	ing:		Domain 2: Classroom Environment		CONTRACTOR CONTRACTOR	ting:	
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	8 725				
Domain 3: Instruction		Rat	ing:		Domain 4: Professional Responsibilities		Ra	ting:	
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:		Rat	ing		Professional Practice Total Score:	I	D	A	E
State Contribution	NA	L	E	Н					
Local Contribution		L	E	Н	Final Rating	I	D	A	E
Combined Score:		L	E	H	_ Final Rating				

<sup>\*</sup>Denotes sharing of information only, not necessarily agreement with the rating.

#### **Spencer County Schools Administrator Summative Document**

Evaulatee					Evaluator						
School					_ Position						
Domain 1: Instructional Leadership	I	Rat D	ing:	E	Domain 2: School Climate	ting:	E				
Domain 3: Human Resources Management	I	Rat	ing:	E	Domain 4: Organizational Management	Rating:  I D A					
Domain 5: Communications and Community Relations	I	Rat	ing:	E	Domain 6: Professionalism	I	Rat	A	E		
Working Conditions Goal	I	Rati D A	ing: A E	NA	Professional Practice Total Score	I	Rat	ing:	E		
State  L E H  Local  L E H  Overall  L E H		Final Rating	I	E							
Comments:		Ove	rall								
Evaluator Signatur	·e					_ Date_					
Evaluatee Signatur	·e*					Date_					

<sup>\*</sup>Denotes sharing of results, not necessarily agreement with the formative rating

#### **Spencer County Schools Professional Growth Plan**

	Evaluatee	Evaluator		Work Site			
	Non Tenured	12_	3	School Year			
Goal:		Strategies/Evidence:			Target Dates:		
Goal:		Strategies/Evidence:		8	Target Dates:		
Goal:		Strategies/Evidence:			Target Dates:		
	DateEv	valuatee	Eva	luator			
	Summary of Impa	et:					
	DateEv	valuatee	Eva	luator			