**Directions:** Completed by principal. Highlight a rating for each component and then match evidence from your observation notes to explain the rating for each component.

Text boxes expand to accommodate multiple evidence examples.

**Instructional Specialist:** Click here to enter text. **School:** Click here to enter text.

**Evaluator:** Click here to enter text. **Date:** Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **Component:** | **Rating:** | **Evidence:** |
| *1A -* Demonstrating knowledge of current trends in specialty area and professional development | I | D | A | E |  |
| *1B -* Demonstrating knowledge of the school’s program and levels of teacher skill in delivering that program | I | D | A | E |  |
| *1C -* Establishing goals for the instructional support program appropriate to the setting and the teachers served  | I | D | A | E |  |
| *1D -* Demonstrating knowledge of resources both within and beyond the school and district | I | D | A | E |  |
| *1E -* Planning the instructional support program integrated with the overall school program | I | D | A | E |  |
| *1F -* Developing a plan to evaluate the instructional support program | I | D | A | E |  |
| *2A -* Creating an environment of trust and respect  | I | D | A | E |  |
| *2B -* Establishing a culture for ongoing instructional improvement  | I | D | A | E |  |
| *2C -* Establishing clear procedures for teachers to gain access to the instructional support | I | D | A | E |  |
| *2D -* Establishing and maintaining norms of behavior for professional interactions | I | D | A | E |  |
| *2E -*  Organizing physical space for workshops or training | I | D | A | E |  |
| *3A -* Collaborating with teachers in the design of instructional units and lessons  | I | D | A | E |  |
| *3B -*Engaging teachers in learning new instructional skills  | I | D | A | E |  |
| *3C - Sharing expertise with staff* | I | D | A | E |  |
| *3D -* Locating resources for teachers to support instructional improvement  | I | D | A | E |  |
| *3E -*  Demonstrating flexibility and responsiveness | I | D | A | E |  |
| *4A -* Reflecting on practice  | I | D | A | E |  |
| *4B -*  Preparing and submitting budgets and reports | I | D | A | E |  |
| *4C -* Coordinating work with other instructional specialists | I | D | A | E |  |
| *4D -* Participating in a professional community  | I | D | A | E |  |
| *4E -*  Engaging in professional development | I | D | A | E |  |
| *4F -* Showing professionalism including integrity and confidentiality | I | D | A | E |  |

