

SUMMATIVE CONFERENCE FORM DIRECTOR OF SPECIAL EDUCATION

ANALYSIS OF PERFORMANCE AND BASIS FOR INDIVIDUAL PROFESSIONAL GROWTH PLAN/SUMMATIVE EVALUATION

(Evaluator and evaluatee discuss and complete prior to developing the teacher's professional growth plan and summative evaluation instruments. This analysis document is the summary of data collected for formative purposes such as observations, professional development activities, portfolio entries, products, units of study, etc.)

Evaluatee/Observee _____

Date of Conference _____

Evaluator/Observer _____

Position _____

Standards Performance Criteria	(*more than one rating can be checked)			
Standard 1: Leadership and Professional Growth	Met	Growth Needed	Not Met	Comments
1.1 Contributes to the development of total school philosophy of education.				
1.2 Provides leadership in establishing new programs and developing improved understanding of existing programs.				
1.3 Assumes responsibility for own professional growth and development, for keeping current with the literature, new research finding and improved techniques; and for attending appropriate professional meetings and conventions.				
Overall Rating for Standard 1				
Standard 2: Policies and Procedures	Met	Growth Needed	Not Met	Comments
2.1 Assists in the adaptation of school policies to include special education needs.				
2.2 Recommends policies and programs essential to the needs of exceptional children.				
2.3 Keeps informed of all legal requirements governing special education.				
2.4 Interprets the objectives and programs for the special education services to the board, the administration, the staff and the public at large.				
Overall Rating for Standard 2				
Standard 3: Program Coordination	Met	Growth Needed	Not Met	Comments
3.1 Develops and initiates survey programs for continuous identification of exceptional children.				
3.2 Establishes procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the special education services program.				
3.3 Assists in recruitment, selection and recommendation for hiring of any special education personnel.				
3.4 Makes recommendations on design, furnishings, equipment, and location of new special education facilities.				
Overall rating for Standard 3				

SUMMATIVE EVALUATION FOR DIRECTOR OF SPECIAL EDUCATION

Standard 4: Program Evaluation/Oversight	Met	Growth Needed	Not Met	Comments
4.1 Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.				
4.2 Evaluates on an ongoing basis, the total special education program curriculum, procedures, and individual students' needs and achievements.				
Overall rating for Standard 4				
Standard 5: Financial Oversight	Met	Growth Needed	Not Met	Comments
5.1 Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.				
5.2 Supervises preparation of data necessary for reimbursement of funds, collecting of tuition for out-of-district students and similar fiscal matters.				
5.3 Develops budget recommendations and provides expenditure to control on established budgets for special education.				
5.4 Keeps informed of state financial aid for special education.				
Overall rating for Standard 5				

*This column provides for one or more ratings. For example, an evaluatee might simply “*meet*” the performance criteria and that cell alone would be checked. Also, an evaluatee could “*meet*” the performance criteria yet “*need growth*” in a refinement/enrichment phase of professional growth; and two ratings would be checked. Likewise, one could “*not meet*” the performance criteria and “*need growth*”.

Evaluatee: _____ Agree with this summative evaluation

_____ Disagree with this summative evaluation

Evaluatee's Signature

Date

Evaluator's Signature

Date

School Year: _____
Tenured: _____ Non-Tenured: _____

**SUMMATIVE EVALUATION FORM
DIRECTOR OF SPECIAL EDUCATION**

(This summarizes all the evaluation data including formative data, products and performances, portfolio materials, professional development activities, conferences, and other documentation.)

Evaluatee _____ Date: _____
Evaluator _____ Position: _____

Ratings

Standards

	<u>Meets</u>	<u>*Does Not Meet</u>
1. Leadership/Professional Growth	_____	_____
2. Policies and Procedures	_____	_____
3. Program Coordination	_____	_____
4. Program Evaluation/Oversight	_____	_____
5. Financial Oversight	_____	_____
Overall Rating	_____	_____

Individual professional growth plan reflects a desire/need to acquire further knowledge/skills in the standard number(s) checked below:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Evaluatee's Comments: _____

Evaluator's Comments: _____

To be signed after all information above has been completed and discussed:

Evaluatee: _____ Agree with this summative evaluation
_____ Disagree with this summative evaluation

Evaluatee's Signature Date

Opportunities for appeal processes at both the local and state levels are a part of Anchorage Public Schools Evaluation Plan.

Employment Recommendation to Central Office:

_____ Recommends for re-employment
_____ Does not recommend for re-employment

Evaluator's Signature Date

Certified employees must make their appeals to this summative evaluation within the time frames, mandated in 704 KAR 3:345 Sections 7, 8, 9, and the local district plan

*Any rating in the "does not meet" column requires the development of an Individual Corrective Action Plan.