

FACILITATOR/INSTRUCTIONAL COACH
EVALUATION FORM

School

STANDARDS OF PERFORMANCE		Exemplary	Effective	Needs Improvement	Unsatisfactory	Not Applicable	COMMENTS/DOCUMENTATION
I. Planning and Preparation							
A. Develops Daily and Long Range Plans							
B. Collaboratively plans instructional services to achieve state and local outcomes or standards.							
C. Plans for effective co-teaching as appropriate							
D. Plans and prepares for effective state and local testing administration.							
E. Shows evidence of planning and preparation							
II. Instruction and Services							
A. Works with individuals and groups to supplement and reinforce classroom instruction							
B. Coordinates or provides targeted intervention for students							
C. Assists teachers to vary strategies and materials to support all learners							
D. Collaborates with classroom teachers to make instructional decisions based on analyzing and interpreting assessment data							
E. Guides teachers to create a positive learning environment							
F. Works to improve teacher effectiveness through observation and reflective discussion.							
G. Completes additional tasks as assigned by administrators							
H. Teaches demonstration lessons, models strategies, and co-teaches when appropriate							
III. Program Administration							
A. Demonstrates knowledge and application of scientific-based educational research							
B. Provides staff development opportunities to promote the understanding and effective implementation of the instructional program							
C. Shares current curricular information, ideas, and materials with classroom teachers and administrators							
D. Works to ensure that all teachers have appropriate and equitable resources							

E. Assists administration to communicate information and ideas to parents					
IV. Professional Characteristics					
A. Establishes rapport with members of the school community					
B. Stimulates staff motivation and works to establish a professional learning community					
C. Uses effective communication skills					
D. Is flexible and responsive in meeting the needs of teachers					
V. Leadership					
A. Demonstrates ongoing professional growth					
B. Demonstrates professional ethics					
C. Contributes to the achievement of school improvement and supports the achievement of school improvement goals					
D. Actively works to create and implement the School Improvement Plan and the SCPS Master Plan					

Commendations:

Recommendations:

Employee's Signature indicates a conference has been conducted by the Observer and the Employee has received a copy of the evaluation. **Employee signature does not necessarily indicate agreement.**

Teacher _____. **Observer** _____. **Date** _____.