

SCHOOL DISTRICT OF GADSDEN COUNTY

INSTRUCTIONAL RESOURCE TEACHER

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. PLANNING / PREPARATION

Category Definitions

1. Established short- and long-range goals on District priorities in curriculum instruction.
2. Write proposals for grant funding and write program plans.
3. Plan and develop curriculum based on current research and best practice.
4. Select, develop, modify and/or adapt materials and resources which support learning objectives and address students needs.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

INSTRUCTIONAL RESOURCE TEACHER (Continued)

2. ADMINISTRATIVE / MANAGEMENT

Category Definitions

- 5. Oversee the preparation of budgets for program funding and track budget spending and utilization of dollars.
- 6. Manage time effectively.
- 7. Establish procedures and schedules for the effective delivery of programs and services.
- 8. Organize materials and resources for reference and/or distribution.

Source Code (circle choices)

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Rating Code (circle one)

- Unsatisfactory
- Needs Improvement
- Effective
- Very Effective
- Outstanding

3. ASSESSMENT / EVALUATION

Category Definitions

- 9. Assist teachers in interpreting student assessment data as a basis for instructional decisions.
- 10. Interpret and use data, (including but not limited to test results) for planning and evaluation.
- 11. Assist teachers in developing and using appropriate assessment strategies to assist in the continuous development of student learning.

Source Code (circle choices)

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INSTRUCTIONAL RESOURCE TEACHER (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

- 12. Develop and implement curriculum based on current research and best practices.
- 13. Coordinate program design to ensure continuity in K-12, special and/or regular education.
- 14. Collaborate and provide consultant and resource services for District instructional support teams, Principals, and other District personnel.
- 15. Plan and facilitate staff meetings and conduct in-service training.
- 16. Demonstrate successful teaching and learning strategies in the classroom setting.

Source Code (circle choices)

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- Outstanding

5. COLLABORATION

Category Definitions

- 17. Communicate effectively, orally and in writing, with teachers, administrators and the public.
- 18. Interpret instructional programs and goals to District/School personnel and the community.
- 19. Collaborate with teachers and other professional in curriculum development special activities, and related initiatives.

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INSTRUCTIONAL RESOURCE TEACHER (Continued)

6. STAFF DEVELOPMENT

Category Definitions

- 20. Design and implement staff development programs for teachers, administrators, and parents needed by the target population.
- 21. Participate in staff development programs to increase knowledge, skills and abilities related to assigned responsibilities.
- 22. Review current literature and technical sources of information related to responsibilities.

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7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- 23. Follow adopted policies and procedures in accordance with School Board priorities.
- 24. Conduct oneself in the best interest of students in accordance with the highest traditions of public education
- 25. Model professional and ethical conduct and adhere at all times to the Code of Ethics Principles of Professional Conduct.
- 26. Prepare required reports and maintain all appropriate records.
- 27. Perform other duties as assigned.

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INSTRUCTIONAL RESOURCE TEACHER (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

28. Ensure that student growth / achievement is continuous and appropriate for age group subject area, and/or student program classification.

Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the district and / or required by adopted curriculum standards.

Provide leadership in the implementation of the Sunshine State Standards, Florida Writes, Florida Comprehensive Assessment Test (FCAT) and other tests designed and adopted to measure student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
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INSTRUCTIONAL RESOURCE TEACHER (Continued)

9. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
 The accurate and timely filing of all school reports.
 The completion of required professional development services.
 The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
 Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

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|----------------|-------------------|-----------|----------------|-------------|

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

 Signature of Evaluatee Date

Comments of the Evaluator:

 Signature of Evaluator Date