Educational Specialist Observation Form

Directions: Evaluators use this form to document observations of the educational specialist in accordance with the evaluation process. This form focuses on the seven performance standards. Some standards may not be documented in a single observation. A copy of this form will be given to the educational specialist.

Educational Specialist: Date:

School/Office:

Observer: Class/Time:

Observation Topic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1: Knowledge of the Learning Community –***The educational specialist identifies and addresses the needs of the target learning community by demonstrating respect for individual differences and understanding of cultures, background, and learning needs.* |
| Specific Evidence/Comments: |

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| **2: Program Planning and Management –***The educational specialist effectively plans, coordinates, and implements programs and services consistent with established guidelines, policies, and procedures.* |
| Specific Evidence/Comments: |

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| **3: Program Services –***The educational specialist uses knowledge of subject/field/ technology to implement services and to provide support for the targeted learning community consistent with established standards and guidelines.* |
| Specific Evidence/Comments: |

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| **4: Assessment –***The educational specialist gathers, analyzes, and uses data to determine learner needs, to measure learner or program progress, to guide instruction, and to provide timely feedback to learners, parents/guardians, and staff.* |
| Specific Evidence/Comments: |

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| **5: Communication and Collaboration –***The educational specialist communicates and collaborates effectively with learners, parents/guardians, staff, and the community to support learner learning and well-being.*  |
| Specific Evidence/Comments: |

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| **6: Professionalism –**Th*e educational specialist maintains a commitment to professional ethics, demonstrates professional expertise, and participates in professional growth. Educational specialists collaborate with peers and exhibit professionalism in working with students, parents/guardians, and colleagues.* |
| Specific Evidence/Comments: |

Educational Specialist’s Signature\*: Date:

\*Signifies that the educational specialist has read and received this report.

Observer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Print or Type Observer’s Name: