

TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
Special Education Administrator Evaluation Form

Employee Name: _____

TIMELINE OF DOCUMENTATION FOR LAST SUPERVISION CYCLE

Last formal summative evaluation date: _____ Last post-evaluation conference date: _____

Notice of current evaluation date: _____ Pre-Evaluation conference date: _____
(Prior to 1st day of school)

Formal Observation dates: _____

Informal Observation dates: _____

This formal summative evaluation date: _____ This post-evaluation conference date: _____

NOTE: The employee should be rated on every item using the rating scale below. Ratings should be based on observations or professional knowledge of the employee's behavior or skill. It is understood that the observation of some descriptors on this form must, necessarily, take place outside the classroom setting. **RATING SCALE DEFINITIONS:**

EXCELLENT: Documented observations reveal performance of a commendable quality. (Multiple strengths in many skills areas noted in the criteria/standards. The employee impacts positively upon students and the school environment.)

PROFICIENT: Documented observations reveal general acceptable levels of performance. Job requirements are expedited adequately.

NEEDS IMPROVEMENT: Documented observations reveal inconsistent performance in areas noted in the criteria/standards and results in less than quality work performance. The employee requires support by an administrator in meeting the criteria/standards. Areas of professional improvement will be jointly identified and planned between the Educator and Evaluator. (Identified weaknesses may be improved by the Clinical Director or by implementation of a Professional Growth Plan.)

UNSATISFACTORY: Documented observations reveal significant weaknesses in areas noted in the criteria/standards and require direct intervention by an administrator. Continued performance at a level below expectations would have a negative impact upon students and upon the school environment. (A summative rating of unsatisfactory would be cause for the implementation of a formal Remediation Plan for tenured staff).

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PROFESSIONALLY RELATED AREAS:		E	P	NI	U
1.	Takes part in professional development activities (May include coursework, In- service activities, conferences, review of professional literature, workshops, etc.)				
Comments:					
		E	P	NI	U
2.	Maintains confidentiality (conversations with students/dissemination of records)				
Comments:					
		E	P	NI	U
3.	Performs necessary clerical responsibilities in a timely and complete manner (establish staffing times/dates, dictation and proof reading of reports, etc.).				
Comments:					
		E	P	NI	U
4.	Is in attendance and prompt. (number of days absent in evaluation period) Contacts supervisor in a timely manner when necessary to be absent, enters absences in SDS.				
Comments:					
		E	P	NI	U
5.	Maintains mutually agreed upon timelines in completion of evaluations and reports.				
Comments:					
		E	P	NI	U
6.	Effectively communicates with TCSE staff, District staff, parents and students.				
Comments:					
		E	P	NI	U
7.	Adheres to state/federal regulations, board policies/procedures, information as presented in the employee handbook, contract, and student handbook.				
Comments:					

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		E	P	NI	U
8.	Provides/offers in-service/professional development to TCSE/District personnel in areas of expertise when requested or when judges a perceived need exists.				
Comments:					
		E	P	NI	U
9.	Maintains appropriate relationships/cooperates/collaborates with both TCSE and district colleagues as well as supervisor.				
Comments:					
		E	P	NI	U
10.	Accepts evaluation, redirection, and change in a positive and professional manner. Makes necessary changes as recommended by supervisor in a timely manner.				
Comments:					
		E	P	NI	U
11.	Maintains positive relationships with non-licensed staff, including teacher aides, secretaries, bookkeeper, etc.				
Comments:					
		E	P	NI	U
12.	Provides leadership and professional opinion in all district special ed. meetings including Initial Needs Assessment (INA), annual IEP review, an re-evaluation.				
Comments:					
PROVIDES LEADERSHIP TO LOCAL DISTRICTS IN THE FOLLOWING AREAS:		E	P	NI	U
1.	Provides adequate information for both implementation and coordination of TCSE and district services/programs. i.e. student rosters, program options, locations of classes, etc.				
Comments:					
		E	P	NI	U
2.	Provides professional opinion in the evaluation of program/department/services delivery effectiveness in TCSE classrooms as well as districts as requested.				
Comments:					

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		E	P	NI	U
3.	Facilitates integration of students when appropriate.				
Comments:					
		E	P	NI	U
4.	Responds to TCSE personnel/district personnel request for assistance in a timely manner				
Comments:					
		E	P	NI	U
5.	Communicates with parents regarding student services/placement.				
Comments:					
		E	P	NI	U
6.	Assists the Director and local district superintendents with recruitment of qualified personnel, including interview, gathering references and subsequent recommendations based on professional knowledge.				
Comments:					
PROVIDES LEADERSHIP WITH TEACHERS IN THE FOLLOWING MANNER:		E	P	NI	U
1.	Analyzes program/classroom needs, assists in requisitioning materials/supplies by designated timelines, and orders appropriate materials necessary.				
Comments:					
		E	P	NI	U
2.	Uses employee evaluation results to recommend/provide remedial assistance as needed, monitors use of skills learned through remedial training. (for licensed and ESP personnel)				
Comments:					
		E	P	NI	U
3.	Reviews/approves/denies requests for personal days and professional development requests based on current best practice and results of employee evaluation in relation to PD.				
Comments:					

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		E	P	NI	U
4.	Provides oversight of personnel scheduling to ensure adequate coverage throughout the school year, making adjustments as required.				
Comments:					
MANAGEMENT OF ASSIGNED TASKS:		E	P	NI	U
1.	Responds to administrative/employee questions/requests for assistance in problem solving in a timely manner.				
Comments:					
		E	P	NI	U
2.	Assists TCSE/District employees in development/implementation of model Individualized Education Plans. (writing appropriate present levels of performance, measurable goals and objectives, provision of services, etc.)				
Comments:					
		E	P	NI	U
3.	Assists in researching/acquiring resources to assist teachers with child-centered problems.				
Comments:					
		E	P	NI	U
4.	Completes employee evaluations within required timelines using PERA guidelines for licensed staff and using forms/rubrics developed and/or adopted by TCSE.				
Comments:					
		E	P	NI	U
5.	Completes or assists employees/districts with completion of required forms in a timely manner (including those from Illinois State Board of Education, Medicaid, etc.)				
Comments:					
		E	P	NI	U
6.	Utilizes resources with the proper law enforcement agency when the safety and welfare of students and staff are threatened.				
Comments:					

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		E	P	NI	U
7.	Develops/maintains class groupings, teacher and aides assignments, related service personnel and coordinates ancillary schedules.				
Comments:					
		E	P	NI	U
8.	Provides leadership with resolution, mediation, or due process hearings if involves PT, PT or nursing services.				
Comments:					
		E	P	NI	U
9.	Maintains awareness of transportation routes to avoid duplication between districts. Maintains communication with district transportation staff to coordinate student drop off/pick up times to maximize instructional time/minimize district costs.				
Comments:					

PERCEIVED AREAS OF STRENGTH:

PERCEIVED AREAS IN NEED OF IMPROVEMENT:

RECOMMENDATIONS, PROFESSIONAL DEVELOPMENT REQUIREMENTS, AND/OR GENERAL COMMENTS

OVERALL PERFORMANCE RATING: _____

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An employee signature acknowledges receipt and review of the evaluation with the appropriate supervisor. The employee signature does not necessarily acknowledge agreement with the evaluation. It is understood that the employee or administration may attach an additional statement to this evaluation if desired.

Employee Signature

Date

Supervisor Signature

Date

