

Lincoln School District 156

AUGUST 17, 2015

3:50-E14

PSYCHOLOGISTS EVALUATION

Name: _____

School: _____

Grade/Subject: _____

Evaluator: _____

✓ EMPLOYEE STATUS

1st year Non Tenure
 2nd Year Non Tenure
 3rd Year Non Tenure
 4th Year Non Tenure

Tenure Position: Years of Service _____

EVALUATION SEQUENCES

Informal observations will continue throughout the school year. The evaluator will make formal observations of at least the number and length specified in the contract.

Type of Observation ✓ Check One	Date of Pre-Observation Planning Conference	Date of Observation	Length of Visit	Type of Class	Date of post-Observation Reflection Conference
First Formal	<input type="checkbox"/>				
Second Formal	<input type="checkbox"/>				

SUMMATIVE PERFORMANCE RATING (BASED ON 2 FORMAL OBSERVATIONS) ✓ Check One	ADMINISTRATION RECOMMENDATION ✓ Check One
Excellent	<input type="checkbox"/> Evaluated Again Next Year
Proficient	<input type="checkbox"/> Tenured Award at beginning of Next School Year
Needs Improvement	<input type="checkbox"/> Rehire <input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/> Non-Renewal <input type="checkbox"/>

SIGNATURES:

Evaluator (Date)

Teacher (Date)

Teacher's Comments Forthcoming _____ Yes _____ No

[Within 15 Days] Date Due: _____

ADOPTED: August 17, 2015

3:50-E14

Domain 1 – Planning and Preparation: The District 156 planning and instruction expectation focuses upon content knowledge and pedagogy. A comprehensive understanding of the Illinois State Learning Standards and the District curriculum along with knowledge of the students’ background, instructional strategies, and the assessment process are also key components of this domain.

Domain 2 – The Learning Environment: The District 156 learning expectation focuses upon establishing and maintaining a productive environment responsive to the needs of the learner. A productive and safe learning environment is accepting, encouraging, and motivating to the learner.

Domain 3 – Delivery of Service: The District 156 instructional method focuses upon implementation of the Illinois State Learning Standards and the District curriculum through meaningful instructional experiences. Meaningful instructional experiences may include but not limited to communicate clear expectations, creating opportunities to use knowledge, utilizing multiple assessments, and providing learner feedback.

Domain 4 – Professional Growth/Responsibilities: The District 156 professional growth expectation focuses upon sustained efforts to develop new skills through continuing education. The on-going professional development includes but not limited to sustained efforts such as committing to professional growth related to performance standards and district/school improvement initiatives, participating in professional development experiences, applying new learning, and reflecting on the impact of the new learning. The professional responsibility expectation also includes but not limited to maintaining accurate records, communicating with families, and contributing to the school and district.

FORMAL OBSERVATION

Planning-Feedback-Reflection

Process

One component of the summative evaluation process is the formal observation for employees. Formal observations for employees will occur in accordance with the contract between the *Lincoln Council, Southwest Suburban Federation of Teachers, Local 943 and the Board of Education of School District 156, Cook County, Illinois.*

Templates

Teacher Pre-Observation Planning Form:

The document will be made available to the employee prior to the formal observation. The completed Pre-observation planning form will be submitted to the evaluator for review prior to the formal observation.

Administrative Observation Feedback Reflection Form:

The document will be used by the evaluator to collect data during formal observation. The completed Observation feedback reflection form will be shared with the employee during the post observation conference.

Domain 1 for School Psychologists: Planning and Preparation

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
1a: Demonstrating knowledge and skill in using psychological instruments to evaluate students	Psychologist demonstrates little or no knowledge and skill in using psychological instruments to evaluate students.	Psychologist uses a limited number of psychological instruments to evaluate students.	Psychologist uses 5–8 psychological instruments to evaluate students and determine accurate diagnoses.	Psychologist uses a wide range of psychological instruments to evaluate students and knows the proper situations in which each should be used.
1b: Demonstrating knowledge of child and adolescent development and psychopathology	Psychologist demonstrates little or no knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates basic knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates thorough knowledge of child and adolescent development and psychopathology.	Psychologist demonstrates extensive knowledge of child and adolescent development and psychopathology and knows variations of the typical patterns.
1c: Establishing goals for the psychology program appropriate to the setting and the students served	Psychologist has no clear goals for the psychology program, or they are inappropriate to either the situation or the age of the students.	Psychologist's goals for the treatment program are rudimentary and are partially suitable to the situation and the age of the students.	Psychologist's goals for the treatment program are clear and appropriate to the situation in the school and to the age of the students.	Psychologist's goals for the treatment program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents, and colleagues.

DOMAIN 1 FOR SCHOOL PSYCHOLOGISTS: PLANNING AND PREPARATION *(continued)*

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
1d: Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	Psychologist demonstrates little or no knowledge of governmental regulations or of resources for students available through the school or district.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district, but no knowledge of resources available more broadly.	Psychologist displays awareness of governmental regulations and of resources for students available through the school or district and some familiarity with resources external to the district.	Psychologist's knowledge of governmental regulations and of resources for students is extensive, including those available through the school or district and in the community.
1e: Planning the psychology program, integrated with the regular school program, to meet the needs of individual students and including prevention	Psychologist's plan consists of a random collection of unrelated activities, lacking coherence or an overall structure.	Psychologist's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Psychologist has developed a plan that includes the important aspects of work in the setting.	Psychologist's plan is highly coherent and preventive and serves to support students individually, within the broader educational program.
1f: Developing a plan to evaluate the psychology program	Psychologist has no plan to evaluate the program or resists suggestions that such an evaluation is important.	Psychologist has a rudimentary plan to evaluate the psychology program.	Psychologist's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Psychologist's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis.

Domain 2 for School Psychologists: The Environment

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
2a: Establishing rapport with students	Psychologist's interactions with students are negative or inappropriate; students appear uncomfortable in the testing center.	Psychologist's interactions are a mix of positive and negative; the psychologist's efforts at developing rapport are partially successful.	Psychologist's interactions with students are positive and respectful; students appear comfortable in the testing center.	Students seek out the psychologist, reflecting a high degree of comfort and trust in the relationship.
2b: Establishing a culture for positive mental health throughout the school	Psychologist makes no attempt to establish a culture for positive mental health in the school as a whole, either among students or teachers, or between students and teachers.	Psychologist's attempts to promote a culture throughout the school for positive mental health in the school among students and teachers are partially successful.	Psychologist promotes a culture throughout the school for positive mental health in the school among students and teachers.	The culture in the school for positive mental health among students and teachers, while guided by the psychologist, is maintained by both teachers and students.
2c: Establishing and maintaining clear procedures for referrals	No procedures for referrals have been established; when teachers want to refer a student for special services, they are not sure how to go about it.	Psychologist has established procedures for referrals, but the details are not always clear.	Procedures for referrals and for meetings and consultations with parents and administrators are clear to everyone.	Procedures for all aspects of referral and testing protocols are clear to everyone and have been developed in consultation with teachers and administrators.

DOMAIN 2 FOR SCHOOL PSYCHOLOGISTS: THE ENVIRONMENT *(continued)*

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
2d: Establishing standards of conduct in the testing center	No standards of conduct have been established, and psychologist disregards or fails to address negative student behavior during an evaluation.	Standards of conduct appear to have been established in the testing center. Psychologist's attempts to monitor and correct negative student behavior during an evaluation are partially successful.	Standards of conduct have been established in the testing center. Psychologist monitors student behavior against those standards; response to students is appropriate and respectful.	Standards of conduct have been established in the testing center. Psychologist's monitoring of students is subtle and preventive, and students engage in self-monitoring of behavior.
2e: Organizing physical space for testing of students and storage of materials	The testing center is disorganized and poorly suited to student evaluations. Materials are not stored in a secure location and are difficult to find when needed.	Materials in the testing center are stored securely, but the center is not completely well organized, and materials are difficult to find when needed.	The testing center is well organized; materials are stored in a secure location and are available when needed.	The testing center is highly organized and is inviting to students. Materials are stored in a secure location and are convenient when needed.

Domain 3 for School Psychologists: Delivery of Service

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
3a: Responding to referrals; consulting with teachers and administrators	Psychologist fails to consult with colleagues or to tailor evaluations to the questions raised in the referral.	Psychologist consults on a sporadic basis with colleagues, making partially successful attempts to tailor evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, tailoring evaluations to the questions raised in the referral.	Psychologist consults frequently with colleagues, contributing own insights and tailoring evaluations to the questions raised in the referral.
3b: Evaluating student needs in compliance with National Association of School Psychologists (NASP) guidelines	Psychologist resists administering evaluations, selects instruments inappropriate to the situation, or does not follow established procedures and guidelines.	Psychologist attempts to administer appropriate evaluation instruments to students but does not always follow established time lines and safeguards.	Psychologist administers appropriate evaluation instruments to students and ensures that all procedures and safeguards are faithfully adhered to.	Psychologist selects, from a broad repertoire, those assessments that are most appropriate to the referral questions and conducts information sessions with colleagues to ensure that they fully understand and comply with procedural time lines and safeguards.
3c: Chairing evaluation team	Psychologist declines to assume leadership of the evaluation team.	Psychologist assumes leadership of the evaluation team when directed to do so, preparing adequate IEPs.	Psychologist assumes leadership of the evaluation team as a standard expectation; prepares detailed IEPs.	Psychologist assumes leadership of the evaluation team and takes initiative in assembling materials for meetings. IEPs are prepared in an exemplary manner.

DOMAIN 3 FOR SCHOOL PSYCHOLOGISTS: DELIVERY OF SERVICE *(continued)*

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
3d: Planning interventions to maximize students' likelihood of success	Psychologist fails to plan interventions suitable to students, or interventions are mismatched with the findings of the assessments.	Psychologist's plans for students are partially suitable for them or are sporadically aligned with identified needs.	Psychologist's plans for students are suitable for them and are aligned with identified needs.	Psychologist develops comprehensive plans for students, finding ways to creatively meet student needs and incorporate many related elements.
3e: Maintaining contact with physicians and community mental health service providers	Psychologist declines to maintain contact with physicians and community mental health service providers.	Psychologist maintains occasional contact with physicians and community mental health service providers.	Psychologist maintains ongoing contact with physicians and community mental health service providers.	Psychologist maintains ongoing contact with physicians and community mental health service providers and initiates contacts when needed.
3f: Demonstrating flexibility and responsiveness	Psychologist adheres to the plan or program, in spite of evidence of its inadequacy.	Psychologist makes modest changes in the treatment program when confronted with evidence of the need for change.	Psychologist makes revisions in the treatment program when it is needed.	Psychologist is continually seeking ways to improve the treatment program and makes changes as needed in response to student, parent, or teacher input.

Domain 4 for School Psychologists: Professional Responsibilities

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
4a: Reflecting on practice	Psychologist does not reflect on practice, or the reflections are inaccurate or self-serving.	Psychologist's reflection on practice is moderately accurate and objective without citing specific examples, and with only global suggestions as to how it might be improved.	Psychologist's reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. Psychologist makes some specific suggestions as to how the counseling program might be improved.	Psychologist's reflection is highly accurate and perceptive, citing specific examples that were not fully successful for at least some students. Psychologist draws on an extensive repertoire to suggest alternative strategies.
4b: Communicating with families	Psychologist fails to communicate with families and secure necessary permission for evaluations or communicates in an insensitive manner.	Psychologist's communication with families is partially successful; permissions are obtained, but there are occasional insensitivities to cultural and linguistic traditions.	Psychologist communicates with families and secures necessary permission for evaluations and does so in a manner sensitive to cultural and linguistic traditions.	Psychologist secures necessary permissions and communicates with families in a manner highly sensitive to cultural and linguistic traditions. Psychologist reaches out to families of students to enhance trust.
4c: Maintaining accurate records	Psychologist's records are in disarray; they may be missing, illegible, or stored in an insecure location.	Psychologist's records are accurate and legible and are stored in a secure location.	Psychologist's records are accurate and legible, well organized, and stored in a secure location.	Psychologist's records are accurate and legible, well organized, and stored in a secure location. They are written to be understandable to another qualified professional.

DOMAIN 4 FOR SCHOOL PSYCHOLOGISTS: PROFESSIONAL RESPONSIBILITIES *(continued)*

COMPONENT	L E V E L O F P E R F O R M A N C E			
	UNSATISFACTORY	NEEDS IMPROVEMENT	PROFICIENT	EXCELLENT
4d: Participating in a professional community	Psychologist's relationships with colleagues are negative or self-serving, and psychologist avoids being involved in school and district events and projects.	Psychologist's relationships with colleagues are cordial, and psychologist participates in school and district events and projects when specifically requested.	Psychologist participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Psychologist makes a substantial contribution to school and district events and projects and assumes leadership with colleagues.
4e: Engaging in professional development	Psychologist does not participate in professional development activities, even when such activities are clearly needed for the ongoing development of skills.	Psychologist's participation in professional development activities is limited to those that are convenient or are required.	Psychologist seeks out opportunities for professional development based on an individual assessment of need.	Psychologist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
4f: Showing professionalism	Psychologist displays dishonesty in interactions with colleagues, students, and the public and violates principles of confidentiality.	Psychologist is honest in interactions with colleagues, students, and the public, plays a moderate advocacy role for students, and does not violate confidentiality.	Psychologist displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public, and advocates for students when needed.	Psychologist can be counted on to hold the highest standards of honesty, integrity, and confidentiality and to advocate for students, taking a leadership role with colleagues.

Process

The statements reflected in the TEACHER EVALUATION are the result of formal and informal observations, conferences and conversations during the evaluation cycle. They reflect review of planning materials, communications, professional practice and other materials shared with the evaluator.

EVALUATOR SUMMATIVE REFLECTION:

PROFESSIONAL DEVELOPMENT SUMMARY Include Building/District Activity & Workshops outside of the District (including college coursework) Within the past 2 Years	
Workshop, Activity, or Course	Date

The evaluator will place a copy(s) of the formal observation in the employee's personnel file.

**TEACHER PRE-OBSERVATION
PLANNING FORM**

TEACHER:
DATE:
GRADE:
SUBJECT:

OBSERVATION DATE:
TIME OF OBSERVATION:
LOCATION:

<p>OBJECTIVE Of The LESSON ✓ Include ISLS Objective(s) ✓ Relationship To Goal Plan</p>	
<p>DESIRED RESULTS/ OUTCOMES <i>(share vision of what you hope to achieve)</i></p>	
<p>DEVELOPMENTAL STAGE of the LESSON <i>(Introductory, middle or Culminating)</i></p>	
<p>HOW WILL YOU MEASURE SUCCESS of the LESSON</p>	
<p>SPECIAL FACTORS about the lesson/class that you wish to share</p>	

**ADMINISTRATIVE OBSERVATION
FEEDBACK
REFLECTION FORM**

<p>DOMAIN 1 PLANNING</p> <ul style="list-style-type: none">➤ Demonstrating Knowledge of Content and Pedagogy➤ Demonstrating Knowledge of Students➤ Setting Instructional Outcomes➤ Demonstrating Knowledge of Resources➤ Designing Coherent Instruction➤ Designing Student Assessments	
<p>DOMAIN 2 ENVIRONMENT</p> <ul style="list-style-type: none">➤ Creating an Environment of Respect and Rapport➤ Establishing a Culture for Learning➤ Managing Classroom Procedures➤ Managing Student Behavior➤ Organizing Physical Space	
<p>DOMAIN 3 DELIVERY OF SERVICE</p> <ul style="list-style-type: none">➤ Responding to referrals➤ Evaluating student needs➤ Chairing evaluation team➤ Planning interventions➤ Maintaining contact with service providers➤ Demonstrating Flexibility and Responsiveness	
<p>DOMAIN 4 PROFESSIONALISM</p> <ul style="list-style-type: none">➤ Reflecting on practice➤ Communicating with Families➤ Maintaining Accurate Records➤ Participating in the Professional Community➤ Engaging in professional development➤ Showing Professionalism	

