

NAME: \_\_\_\_\_

LEGENDS		Not Met	Developing	Proficient	Exceeds
Indicators	Indicator Description				
1.1	Demonstrates a complete and thorough knowledge of District, State and Federal guidelines related to the special education process from evaluation to provision of services.				
1.2	Demonstrates knowledge of district special education tools to implement provision of special education services.				
1.3	Communicates District, State and Federal special education guidelines and procedures with service providers and school staff.				
2.1	Demonstrates an understanding of how children/adolescents learn and develop and how they may be impacted by a disability.				
2.2	Designs and supports implementation of developmentally appropriate Individualized Education Plans.				
3.1	Demonstrates knowledge of all special education eligibility criteria.				
3.2	Demonstrates knowledge of disability impact on educational programming and recommendations for instruction.				
3.3	Facilitates discussion and determination of language and cultural impact on student learning especially as it relates to special education service provision.				
4.1	Collaborates with building teams to identify, organize, and access building and district resources to create effective learning environments.				
4.2	Supports elements of safe and productive learning environments, including norms, expectations, routines and organizational structures.				
4.3	Demonstrates knowledge of district adopted policies and procedures related for behavior management.				
5.1	Uses reflective and facilitative communication skills to engage the teacher in collaborative problem solving and reflective thinking to promote self-directed learning.				
5.2	Selects from a variety of strategies and resources, including available technology, to respond to the teacher's professional needs and to address the learning needs of all students.				
5.3	Builds on and values prior knowledge, background, interests, experiences and needs of the teacher.				
5.4	Uses a variety of research-based instructional strategies to differentiate professional development for teachers.				
6.1	Engages in ongoing learning opportunities to develop and apply knowledge and skills.				
6.2	Uses multiple sources of evidence (e.g. self-reflection tools, classroom observations, class lists, video) to self-assess professional practice.				
6.3	Demonstrates knowledge of legal and ethical rights and responsibilities.				
6.4	Collects data for maintenance of departmental documentation including monthly data, self-contained class lists, web based IEPs and transportation requests.				
7.1	Takes an active role on a variety of building and district teams.				
7.2	Works collaboratively with students, families and related service providers to support learner development and achievement.				
7.3	Models effective practice and demonstrates shared leadership (either formally or informally) in support of program, school and district goals.				
7.4	Responds to a variety of district-wide needs; such as requests for information, support, and crisis management in a timely manner.				

**Program Assistant SpEd**

Observation	Date	Comments
#1		
#2		