

Miami-Dade County Public Schools
Student Services Professional Summative Performance Report

Student Services Professional _____ **Worksite** _____

Assignment/Grade/Subject _____ **School Year** _____

Contract Status: Annual 1 Annual 2 Annual 3 Professional Continuing Contract

Documentation Reviewed: Documentation Log Goal Setting Observation Other _____

Directions

Assessors use this form at the end of the school year¹ to provide the student services professional with an assessment of performance. The actual performance standard appears in bold on the rubric. The student services professional will receive a copy of the form. The signed form is submitted to the district office within 10 calendar day of the summative evaluation meeting.

Performance Standard 1. Knowledge of Learners

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently plays a leadership role by integrating knowledge of learners to address the needs of the target learning community.	The student services professional often addresses the needs of the target learning community in a highly effective manner.	The student services professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, cultures, backgrounds, and learning styles.	The student services professional attempts, but is often ineffective in demonstrating knowledge and understanding of the needs of the target learning community.	The student services professional consistently demonstrates a lack of awareness of the needs of the target learning community or does not consistently make appropriate accommodations to meet those needs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

Performance Standard 2. Program Management

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently manages resources in an expert manner and provides leadership to others in meeting the diverse needs of all students.	The student services professional often manages resources in an expert manner.	The student services professional plans, implements, and manages services to meet the diverse needs of all learners.	The student services professional is often ineffective in planning, implementing, and managing services to meet the diverse needs of all learners.	The student services professional consistently does not plan, implement, or manage services to meet the diverse needs of all learners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

¹ To be done: Note about any date changes as to when the evaluation should be completed if different from the top, often differs for non-renewal recommendations, etc. Awaiting dates.

Performance Standard 3. Program Delivery

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently provides a key leadership role to others in applying professional skills to implement services or the professional's work results in district or statewide recognition.	The student services professional often demonstrates a high level of performance in implementing services to learners and the targeted learning community consistent with established standards and guidelines.	The student services professional uses knowledge of subject/content/field/technology to implement services to learners and the learning community consistent with established standards and guidelines.	The student services professional often implements services ineffectively to learners and the targeted learning community consistent with established standards and guidelines.	The student services professional consistently does not implement or improperly implements services to the targeted learning community in a manner that is aligned with established standards and guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

Performance Standard 4. Assessment

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently takes a key leadership role in assisting other professionals in the areas of data measurement, guided instruction, or program planning.	The student services professional often demonstrates high levels of performance in gathering, interpreting, applying and communicating assessment data.	The student services professional gathers, analyzes, and uses data to measure learner or program progress, guide instruction, and provide timely feedback.	The student services professional is often ineffective in using data to measure student progress, implementing guided instruction, or providing timely and relevant feedback.	The student services professional consistently does not use data to measure student progress, implement program planning, guided instruction, and provide timely and relevant feedback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

Performance Standard 5. Learner Progress

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently takes a key leadership role in assisting other professionals to achieve high levels of learner or program progress based on established standards, district goals, and/or school goals.	The work of the student services professional often results in a high level of student or program progress based on established standards, district goals, and/or school goals with all populations of students.	The work of the student services professional results in acceptable and measurable learner or program progress based on established standards, district goals, and/or school goals.	The work of the student services professional results in learner or program progress but often does not meet the established standard and/or is not achieved with all populations of learners.	The work of the student services professional consistently does not result in acceptable learner or program progress based on established standards, district goals, and/or school goals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

Performance Standard 6. Communication

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional consistently takes a key leadership role in developing effective communication channels with the learning community.	The student services professional often designs or implements model communication programs, services, or techniques that result in improved collaboration with others to enhance learning.	The student services professional communicates effectively with students, their parents or families, staff, and other members of the learning community and advocates for students.	The student services professional is often ineffective in communicating with students, staff, and other members of the learning community.	The student services professional consistently does not communicate effectively with students, staff, and other members of the learning community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

Performance Standard 7. Professionalism

Exemplary <i>The professional's work is exceptional. In addition to meeting the standard ...</i>	Superior <i>In addition to meeting the standard ...</i>	Proficient <i>The description is the actual performance standard.</i>	Developing/Needs Improvement	Unsatisfactory
The student services professional at a high level consistently demonstrates professional conduct, contributes to the professional growth of others, and assumes a leadership role within the learning community.	The student services professional is often a role model for others, engages in a high level of professional growth, and contributes to the professional development of others.	The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.	The student services professional often does not display professional judgment or only occasionally participates in professional development activities.	The student services professional does not adhere to legal, ethical, or professional standards, including all requirements for professional development activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>				

Overall Evaluation Summary

- Met; recommended for continued employment
- Not met due to:
 1 or more *Unsatisfactory* rating(s)
 The instructional support professional is recommended for:
- Placement¹ on an *Improvement Plan*
 - Dismissal/Non-renewal

Principal/Supervisor's Signature/Date

Student services professional's signature denotes receipt of the summative evaluation, not necessarily agreement with the contents of the form.

Student Services Professional's Signature/Date

¹ If a professional service contract employee is placed on an *Improvement Plan*, the protocol as stated in Florida Statute 1012.34 (3)(d) will be followed. Appendix A contains the Florida Statute.