

Miami Dade County Public Schools

Student Services Professional Observation Form

Student Services Professional: _____ **Worksite:** _____

Work Observed: _____ **Date:** _____ **Time:** _____

Evaluators use this form to document the required annual observation of the student services professional. ***Some standards may not be documented in a single observation.*** A copy of the completed observation form is given to the student services professional at the post-conference, which is held within ten (10) calendar days of the observation date. Evidence may be positive and/or negative examples.

<p>Performance Standard 1 Knowledge of Learners 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.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 2 Program Management The student services professional plans, implements, promotes, manages programs and/or services to meet the diverse needs of all learners.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 3 Program Delivery The student services professional implements services for learners and the learning community consistent with established standards and guidelines.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 4 Assessment The student services professional gathers, analyzes, and uses data to measure learner or program progress, guide instruction, and provide timely feedback.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 5 Learner Progress The work of the student services professional results in acceptable measurable progress based on established standards, district goals, and/or school goals.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 6 Communication The student services professional communicates effectively with learners, staff, and other members of the learning community and advocates for learners.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 7 Professionalism The student services professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.</p>	<p>SPECIFIC EXAMPLES:</p>

Specific Suggestions for Improvement

Signatures acknowledge the occurrence of the post-conferences and receipt of a copy of the observation by the professional.

Administrator's Signature _____ Date _____

Student Services Professional's Signature _____ Date _____