

Miami-Dade County Public Schools

Instructional Support Professional Observation Form

Instructional Support Professional: _____ Worksite: _____

Work Observed: _____ Date: _____ Time: _____

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

<p>Performance Standard 1 Knowledge of Learners The instructional support professional identifies and addresses the needs of the target learning community by demonstrating respect for individual differences, and understanding of cultures, backgrounds, and learning styles.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 2 Program Management The instructional support professional plans, implements, promotes, and 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 instructional support professional uses knowledge of subject/content/field/technology to implement services for the targeted learning community consistent with established standards and guidelines.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 4 Assessment The instructional support 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 instructional support professional results in acceptable and measurable learner or program progress based on established standards, district goals, and/or school goals.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 6 Communication The instructional support professional communicates effectively with learners, staff, and other members of the learning community.</p>	<p>SPECIFIC EXAMPLES:</p>
<p>Performance Standard 7 Professionalism The instructional support professional demonstrates behavior consistent with legal, ethical, and professional standards and engages in continuous professional growth.</p>	<p>SPECIFIC EXAMPLES:</p>

Specific Commendations or 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 _____

Instructional Support Professional's Signature _____ Date _____