



## STUDENT SERVICES STAFF EVALUATION REPORT TO THE SUPERINTENDENT/CEO

### NEW STUDENT SERVICES STAFF NEW TO THE DIVISION- Report No.2

BUILDING/SCHOOL(S) \_\_\_\_\_  
 STAFF MEMBER \_\_\_\_\_  
 LEVELS SUPPORTED \_\_\_\_\_ AREA OF SUPPORT \_\_\_\_\_

#### COMPONENTS OF EVALUATION:

Rate each of the categories below with a ✓ using the following guide.

##### Descriptors

**Distinguished** – considered to be exceptional in field of professional teaching.

**Proficient** – consistently exceeds position requirements for professional teaching.

**Satisfactory** – consistently meets position requirements for professional teaching

**Unsatisfactory** – not acceptable. Performance needs upgrading.

**N/A** – does not apply

#### DOMAIN 1: PLANNING AND PREPARATION

- 1a Knowledge of Programs, Materials and Resources
- 1b Knowledge of Students
- 1c Knowledge of Assessment Techniques, Assessing Learning and Social/Emotional and Behavioural Difficulties
- 1d Recording, Reporting and Caseload
- 1e Reflections and Professional Growth
- 1f Ethical Standards and Responsibilities

	U	S	P	D	N/A
1a					
1b					
1c					
1d					
1e					
1f					

#### DOMAIN 2: THE EDUCATIONAL ENVIRONMENT

- 2a Creating an Environment of Respect and Rapport
- 2b Establishing a Culture for Learning
- 2c Managing Student Behaviour
- 2d Managing Educational and Student Assistants
- 2e Contributions to School/Division Activities

2a					
2b					
2c					
2d					
2e					

#### DOMAIN 3: SERVICE DELIVERY

- 3a Selecting Intervention Outcomes/Objectives
- 3b Designing Effective Intervention Strategies
- 3c Communication
- 3d Engaging Students/Clients in Lessons/ Sessions
- 3e Demonstrating Flexibility and Responsiveness

3a					
3b					
3c					
3d					
3e					

#### OVERALL RATING:

- ☐ Satisfactory  
☐ Unsatisfactory

From my observations of the work of this staff member based on classroom visits and contacts, I have formed the judgement checked below:

- 1. Recommended for permanent staff. ☐
- 2. Recommended for release for the following reasons ☐



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**EVALUATOR'S COMMENTS:**

Items checked "distinguished" or "unsatisfactory" require comments. If space is insufficient, please attach additional pages as needed.

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**CLASSROOM/MEETING OBSERVATIONS:**

Listing of dates and name of observer for formal classroom observations and discussions:

Date	Name of Observer	Date	Name of Observer	Date	Name of Observer

DATE

SIGNATURE-OF EVALUATOR

**STAFF MEMBER'S COMMENTS:**

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This confirms that I have had the time and opportunity to discuss this report with the evaluator and to attach my comments.

DATE

SIGNATURE OF STAFF MEMBER

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