

Tahoma School District #409  
**Standards for Quality Professional Practice**  
**Educational Staff Associate (ESA) Personnel**  
**Formal Observation Form A**

Name \_\_\_\_\_ Position \_\_\_\_\_ Bldg. \_\_\_\_\_

Observation Date/Time \_\_\_\_\_ Activity / Lesson \_\_\_\_\_

	Problem Area	Approaches Standard	Meets/Exceeds Standard	Not Observed at this time
<b>KNOWLEDGE AND SCHOLARSHIP IN SPECIALIZED FIELD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>◆ Demonstrates knowledge of the principles of human growth and development, and remains current in content, theory, practice and research related to the field.</li> <li>◆ Exhibits the ability to explain child developmental concepts and serve as a resource of information for other school personnel.</li> <li>◆ Relates and applies knowledge, research findings and theory to develop a program of services..</li> <li>◆ Demonstrates a strong knowledge of designing practices within the education system to meet the special needs of individual students.</li> </ul>				
<b>MANAGEMENT OF THE SPECIAL AND TECHNICAL ENVIRONMENT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>◆ Selects and recommends assessment materials, resource materials, and equipment appropriate to student needs.</li> <li>◆ Demonstrates a broad knowledge of resource and assessment materials, including both standardized and non-standardized. Insures that the proper application and interpretation of such assessments.</li> <li>◆ Protects student and family information as mandated by federal and state regulations and consistently meets statutory requirements.</li> </ul>				
<b>INVOLVEMENT IN ASSISTING PUPILS, PARENTS, AND EDUCATIONAL PERSONNEL</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>◆ Plans and implements a program to serve the needs of the school population, and the special needs of individual students.</li> <li>◆ Initiates and/or follows through on recommendations for counseling groups and other support services to meet the special needs of individual students.</li> <li>◆ Consults with appropriate District staff members concerning the development, coordination and/or extension of services to those needing specialized programs.</li> <li>◆ Effectively leads meetings and discussions to determine the delivery of services to students when needed.</li> <li>◆ Responds promptly to requests for support and concerns expressed by other support and instructional staff members.</li> </ul>				

	Problem Area	Approaches Standard	Meets/Exceeds Standard	Not Observed at this time
<b>INVOLVEMENT IN ASSISTING PUPILS, PARENTS, AND EDUCATIONAL PERSONNEL (CONTINUED)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>◆ Develops good relationships with parents and community by working constructively with them to improve the educational program for individual and groups of students</li> <li>◆ Presents the school's program to the public when opportunities are available in a professional manner.</li> </ul>				
<b>SPECIALIZED SKILLS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>◆ Designs and conducts a structured guidance or other specific instructional program addressing the identified academic, personal/social, and career needs of students as applicable.</li> <li>◆ Instructional goals and behavioral expectations are clear and effective.</li> <li>◆ Provides guidance and inservice to other staff members as appropriate to support District Outcomes and Indicators.</li> <li>◆ Accesses and mobilizes partnerships with other educational and social agencies to support the needs of students and families as needed.</li> <li>◆ Assists instructional staff and administrators to utilize specialized information into the regular curricular program.</li> <li>◆ Administers assessment procedures or organizes and assists those who will administer assessment procedures.</li> </ul>				
<b>PROFESSIONALISM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>◆ Responds to parent and staff questions and concerns in an appropriate and timely manner.</li> <li>◆ Actively seeks opportunities for professional development to enhance knowledge and skills related to the services provided.</li> <li>◆ Utilizes peer and supervisor feedback to refine and shape practices.</li> <li>◆ Discusses problems, new ideas, gives &amp; receives feedback respecting and accepting various viewpoints.</li> <li>◆ Meets all contractual responsibilities in a professional manner and demonstrates a strong commitment to the students served and to the profession.</li> <li>◆ Implements an effective system for managing timelines and paperwork associated with the profession.</li> <li>◆ Demonstrates an awareness of one's professional strengths and limitations by efforts to improve or enhance competence through a variety of professional development opportunities.</li> </ul>				
<p>The signature below does not necessarily imply that the employee agrees with the preceding report, only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach a statement.</p> <p>Employee Signature _____ Date _____</p> <p>Evaluator Signature _____ Date _____</p> <p>Employee Statement Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				

**THIS FORM IS TO BE KEPT IN THE ADMINISTRATOR'S WORKING FILE FOR A MAXIMUM OF 3 YEARS.**