

Name \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_

**PROFESSIONAL SUPPORT PERSONNEL – NARRATIVE APPRAISAL**

State Policy 5310 Section 21	The categories listed below are the major characteristics needed of professional support personnel. Your immediate supervisor will appraise you prior to June 30, or as needed. The original copy will be kept on file at the Central Office.  Annual Written Goals Established <input type="checkbox"/> _____ Date (on or before November 1)	Exemplary	Exceeds Standards	Meets Standards	Unsatisfactory	COMMENTS
21 .2	<b>Planning, Preparation and Implementation</b> 21.2 Engages in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation. Items that may be used to reflect planning and preparation: 1. identifies needs of students and others, 2. develops action plans based on identified needs, 3. evaluates ongoing programs/plans, 4. revises programs based on assessment, 5. implements ongoing program activities and revises activities as needed, and 6. advises school personnel regarding available resources.					
21 .3	<b>Administration/Management</b> 21.3 Organizes, directs, or coordinates programs that include responsibility for budgeting, staffing reporting and other similar activities. Items that may be used to reflect administration/management: 1. aids school administration in developing and providing policies and/or programs, 2. establishes and communicates practices and procedures to students, parents, community and staff, 3. works to integrate program into total school curriculum, 4. prepares thorough and accurate reports in a timely manner, and 5. makes recommendations to modify the school program to meet individual students' needs.					
21.4	<b>Assessment/Evaluation</b> 21.4 Gathers and interprets data from individual, groups, or programs to evaluate needs and programs. Items that may be used to reflect assessment/evaluation: 1. explains nature and purpose of assessment in an understandable manner, 2. demonstrates knowledge of theories, techniques and instruments used for assessment, 3. follows confidentiality procedures, 4. makes provisions for the attainment and evaluation of program goals, and 5. communicates effectively with school personnel, students, parents, and the community.					

21.5	<p><b>Intervention</b>  21.5 Delivers services to students and others to improve skills/functional abilities or inform recipients of services. Items that may be used to reflect intervention:</p> <ol style="list-style-type: none"> <li>1. provides activities to foster the development of the whole child/student,</li> <li>2. demonstrates positive interpersonal relationships with students, educational staff, parents, and the community,</li> <li>3. assists teachers and students in implementing plans/strategies,</li> <li>4. involves students in setting objectives, and</li> <li>5. uses systematic processes to assess needs, plan interventions, and evaluate outcomes.</li> </ol>	E	EX	MS	U	
21.6	<p><b>Collaboration</b>  21.6 Collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students. Items that may be used to reflect collaboration:</p> <ol style="list-style-type: none"> <li>1. presents information about services offered to students, school personnel, parents, and the community,</li> <li>2. assists parents and students with individual needs to secure available services,</li> <li>3. creates a positive climate during consultation,</li> <li>4. serves on or leads multidisciplinary teams, and</li> <li>5. respects values different from her/his own.</li> </ol>					
21.7	<p><b>Professional Development</b>  21.7 Facilitates professional development activities to achieve goals. Items that may be used to reflect professional development:</p> <ol style="list-style-type: none"> <li>1. seeks input from staff,</li> <li>2. plans, implements, and evaluates professional development programs,</li> <li>3. disseminates information at meetings, and</li> <li>4. develops procedures and provides training for school personnel, students, and parents.</li> </ol>					
21.8	<p><b>Professional Responsibilities</b>  21.8 Develops and improves individual competence and skill in delivering services consistent with professional standards. Items that may be used to reflect professional responsibilities;</p> <ol style="list-style-type: none"> <li>1. behaves in an ethical manner,</li> <li>2. demonstrates understanding of own professional limitations,</li> <li>3. continues professional development by keeping abreast of current trends,</li> <li>4. keeps appointments and follows up with commitments,</li> <li>5. adheres to established regulations, policies, rules and laws, and</li> <li>6. commands respect by example in appearance, manners, behavior and language.</li> </ol>					

21.9	<b>Technology Standards (Effective July 1, 2003)</b> 21.9 Definition: demonstrates competency and knowledge in the implementation of technology standards identified by the West Virginia Board of Education policies which are based on the International Society for Technology in Education (ISTE) Standards. Items that may be used to reflect instructional leadership competencies: 1. demonstrates a sound understanding of technology operations and concepts, 2. applies technology to facilitate a variety of effective assessment and evaluation strategies, 3. uses technology to enhance productivity and professional practice, and 4. understands the social, ethical, legal and human issues surrounding the use of technology in PK-12 schools and applies that understanding in practice.	E	ES	MS	U	
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Signature indicates that the "Performance Objectives" and "Personal Appraisal" were discussed between the professional support person and the immediate supervisor. This does not imply agreement with the appraisal and written comments from the person being appraised may be attached. **The original copy will be kept on file at the Central Office.**

(Prior to June 30)

Evaluator's Signature:

Date:

Appraisee's Signature:

Date:

**Additional Comments:**