

I. PERFORMANCE OF STUDENT LEARNING GAINS											
60					Top 25% of ranked district learning gains at elementary, middle, or high school level						
	35				Top 26% to 30% of ranked district learning gains at elementary, middle, or high school level						
		30			Top 31% to 35% of ranked district learning gains at elementary, middle, or high school level						
			12		Top 36% to 49% of ranked district learning gains at elementary, middle, or high school level						
				0	Top 50% of ranked district learning gains at elementary, middle, or high school level						
<b>ENTER SECTION TOTAL POINTS</b>											
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	II. ABILITY TO MAINTAIN APPROPRIATE DISCIPLINE					
2	1.5	1	0.5	0		Maintain a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.					
2	1.5	1	0.5	0		Manage student behavior in the various learning environments, share learning environment management responsibilities with students, establish smooth and efficient routines, involve students in establishing standards for behavior, and apply rules and standards consistently and equitably.					
2	1.5	1	0.5	0		Provide and monitor appropriate learning activities for individuals, small groups, and large group settings and provide feedback and reinforcement to students.					
2	1.5	1	0.5	0		Arrange and manage the physical environment to optimize student learning and provide a safe place for students to take risks.					
2	1.5	1	0.5	0		Establish and maintain thorough planning of learning activities, interactions, and the classroom environment, high expectations for the learning of all students.					
<b>ENTER SECTION TOTAL POINTS</b>						<b>CIRCLE RATING</b>	<b>O</b>	<b>HP</b>	<b>S</b>	<b>NI</b>	<b>U</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	III. KNOWLEDGE OF SUBJECT MATTER					
2	1.5	1	0.5	0		Demonstrate a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests and points of view to make real world connections.					
2	1.5	1	0.5	0		Correct content errors made by students and anticipates student misconceptions.					
2	1.5	1	0.5	0		Demonstrate a breadth of subject matter knowledge that enables him or her to collaborate with colleagues from other subject fields in the integration of instruction.					
2	1.5	1	0.5	0		Develop and use references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.					
2	1.5	1	0.5	0		Seek out opportunities for professional development to enhance knowledge and skill, keeping abreast of current research and best practice.					
<b>ENTER SECTION TOTAL POINTS</b>						<b>CIRCLE RATING</b>	<b>O</b>	<b>HP</b>	<b>S</b>	<b>NI</b>	<b>U</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	IV. ABILITY TO PLAN AND DELIVER INSTRUCTION AND USE TECHNOLOGY IN THE CLASSROOM					
1	.75	0.5	.25	0		Plan individually with students and with other professionals to design learning experiences that meet students' needs and interests.					
1	.75	0.5	.25	0		Use technology and other appropriate tools to extend the learning environment for students, and address students' needs and learning objectives.					
1	.75	0.5	.25	0		Use a wide range of instructional technologies and other electronic networks to enhance the subject matter, assure it is comprehensible to all students, and provide students with opportunities to gather and share information with others.					
1	.75	0.5	.25	0		Monitor appropriate student use of technology.					
1	.75	0.5	.25	0		Provide leadership and expertise in the use of information and instructional technologies.					
1	.75	0.5	.25	0		Develop and present instructional curriculum with attention to learning theory, subject matter structure, curriculum development, and student development, and first and second language acquisition processes.					
1	.75	0.5	.25	0		Stimulate student reflection on previously acquired knowledge and links new knowledge and ideas to already familiar ideas.					
1	.75	0.5	.25	0		Draw upon an extensive repertoire of activities that have proven successful in engaging and motivating students at appropriate developmental levels					
1	.75	0.5	.25	0		Use teaching and learning strategies that reflect each student's culture, learning style, special needs, and socioeconomic background and effectively engages all students.					
1	.75	0.5	.25	0		Display clearly and share measurable objectives that are linked to the Sunshine State Standards.					
<b>ENTER SECTION TOTAL POINTS</b>						<b>CIRCLE RATING</b>	<b>O</b>	<b>HP</b>	<b>S</b>	<b>NI</b>	<b>U</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	V. ABILITY TO EVALUATE INSTRUCTIONAL NEEDS					
2	1.5	1	0.5	0		Analyze student performance standards to identify associated higher order thinking skills, then design and implement teaching and learning strategies which evoke those higher-order thinking skills.					
2	1.5	1	0.5	0		Adjust strategies in response to learners' needs and successes in creative thinking activities.					
2	1.5	1	0.5	0		Recognize the developmental level of each student as indicated by behaviors, products, and other responses, and make appropriate provisions for individual students based upon their learning styles or needs.					
2	1.5	1	0.5	0		Use school and classroom data as a basis for reflecting upon and experimenting with personal teaching practices.					
2	1.5	1	0.5	0		Use assessment results to plan instruction with individual students.					
<b>ENTER SECTION TOTAL POINTS</b>						<b>CIRCLE RATING</b>	<b>O</b>	<b>HP</b>	<b>S</b>	<b>NI</b>	<b>U</b>

O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VI. ABILITY TO ESTABLISH AND MAINTAIN A POSITIVE RELATIONSHIP WITH STUDENTS' FAMILIES</b>					
2	1.5	1	0.5	0	Communicate with parents about the instructional program and student progress on a regular basis.
2	1.5	1	0.5	0	Response to parent concerns is handled with great sensitivity.
2	1.5	1	0.5	0	Serve as a family advocate in the school and community.
2	1.5	1	0.5	0	Establish a risk free environment for students and families.
2	1.5	1	0.5	0	Use spoken and written language clearly and correctly.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VII. ADHERE TO STATE, DISTRICT, AND SCHOOL POLICIES AND PROMOTE THE SCHOOL VISION AND MISSION</b>					
1	.75	0.5	.25	0	Adhere to the Code of Ethics, principles of Professional Conduct of the Education Profession in Florida, School Board Policies, Administrative Regulations and school rules.
1	.75	0.5	.25	0	Don't use institutional privileges for personal gain or advantage.
1	.75	0.5	.25	0	Make every effort to protect students from conditions harmful to learning or to the student's mental or physical health and safety.
1	.75	0.5	.25	0	Establish and maintain effective and efficient record keeping procedures.
1	.75	0.5	.25	0	Provide accurate and timely information to parents and students about academic and behavioral performance of students.
1	.75	0.5	.25	0	Demonstrate attention to punctuality and attendance.
1	.75	0.5	.25	0	Maintain confidentiality of student and other professional information.
1	.75	0.5	.25	0	Make a particular effort to challenge unprofessional attitudes and unethical practices and take a leadership role to help ensure that decisions are based on the highest professional standards.
1	.75	0.5	.25	0	Attend and/or support school sponsored events and accept additional responsibilities.
1	.75	0.5	.25	0	Mentor others to become teachers of excellence.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>
<b>GRAND TOTAL</b>			<b>OVERALL EVALUATION RATING</b>		

<input type="checkbox"/>	<b>OUTSTANDING 108 - 120</b>	<input type="checkbox"/>	<b>HIGH PERFORMING 76-107</b>	<input type="checkbox"/>	<b>SATISFACTORY 30-75</b>
<input type="checkbox"/>	<b>NEEDS IMPROVEMENT 16 - 29</b>			<input type="checkbox"/>	<b>**UNSATISFACTORY 0 - 15</b>

**EVALUATOR'S COMMENTS AND/OR SUGGESTIONS:**

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**EVALUATOR'S RECOMMENDATION:**

To be eligible for STAR award consideration, one must (1) have no "NI" or "U" marks in any category, and (2) have no more than one satisfactory rating in a category.

This Teacher qualifies for State STAR consideration.  YES  NO

**TEACHER'S COMMENTS AND/OR SUGGESTIONS:**

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**Signature of the Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Signature of Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Signature of Teacher does not necessarily imply agreement with the appraisal, but rather acknowledges that it has been discussed with the principal.**

**\*\*Unsatisfactory Rating may effect employment.**

O	HP	S	NI	U	I. PERFORMANCE OF STUDENT LEARNING GAINS				
60					Top 25% of ranked district learning gains at elementary, middle, or high school level				
	35				Top 26% to 30% of ranked district learning gains at elementary, middle, or high school level				
		30			Top 31% to 35% of ranked district learning gains at elementary, middle, or high school level				
			12		Top 36% to 49% of ranked district learning gains at elementary, middle, or high school level				
				0	Top 50% of ranked district learning gains at elementary, middle, or high school level				
<b>ENTER SECTION TOTAL POINTS</b>									
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	II. ABILITY TO MAINTAIN APPROPRIATE DISCIPLINE			
2	1.5	1	0.5	0	Provide an atmosphere conducive to individual learning, inquiry, research, study, and relaxation.				
2	1.5	1	0.5	0	Establish and publicize standards for acceptable student behavior while in the media center.				
2	1.5	1	0.5	0	Manage student behavior in a positive way.				
2	1.5	1	0.5	0	Promote student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.				
2	1.5	1	0.5	0	Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	III. KNOWLEDGE OF SUBJECT MATTER			
2	1.5	1	0.5	0	Demonstrate a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests and points of view to make real world connections.				
2	1.5	1	0.5	0	Demonstrate knowledge and understanding of a broad curriculum base.				
2	1.5	1	0.5	0	Assist students and faculty in identifying, locating, and interpreting information and resources housed in the media center and outside the physical boundaries of the school.				
2	1.5	1	0.5	0	Develop and use references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.				
2	1.5	1	0.5	0	Seek out opportunities for professional development to enhance knowledge and skill, keeping abreast of current research and best practice.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	IV. ABILITY TO PLAN AND DELIVER INSTRUCTION AND USE TECHNOLOGY IN THE CLASSROOM			
1	.75	0.5	.25	0	Identify, select, and develop goals and objectives for the media program based on students', faculty, and curriculum needs.				
1	.75	0.5	.25	0	Use technology and other appropriate tools to extend the learning environment for students, and address students' needs and learning objectives.				
1	.75	0.5	.25	0	Use a wide range of instructional technologies and other electronic networks to enhance the subject matter, assure it is comprehensible to all students, and provide students with opportunities to gather and share information with others.				
1	.75	0.5	.25	0	Monitor appropriate student use of technology.				
1	.75	0.5	.25	0	Provide leadership and expertise in the use of information and instructional technologies and assist classroom teachers with the effective use of technology.				
1	.75	0.5	.25	0	Select library and other instructional support materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.				
1	.75	0.5	.25	0	Plan for the acquisition of materials and equipment which supports the School Improvement Plan goals and which are necessary to support the media needs of students and staff.				
1	.75	0.5	.25	0	Arrange the physical environment of the media center to facilitate access to resources an learning activities.				
1	.75	0.5	.25	0	Administer media center budget based on program goals and objectives.				
1	.75	0.5	.25	0	Coordinate student use of media center during the school day with school policy and procedure.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	V. ABILITY TO EVALUATE INSTRUCTIONAL NEEDS			
2	1.5	1	0.5	0	Develop a system of records which will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials.				
2	1.5	1	0.5	0	Recognize the developmental level of each student as indicated by behaviors, products, and other responses, and make appropriate media provisions for students based upon their learning styles or needs.				
2	1.5	1	0.5	0	Identify and apply criteria appropriate for evaluating materials and equipment for varying student populations and needs.				
2	1.5	1	0.5	0	Use evaluation results end effectiveness of the media program and use the results to improve services.				
2	1.5	1	0.5	0	Solicit ongoing feedback from members of the school staff regarding the availability, use, and impact of media materials.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>				

O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VI. ABILITY TO ESTABLISH AND MAINTAIN A POSITIVE RELATIONSHIP WITH STUDENTS' FAMILIES</b>					
2	1.5	1	0.5	0	Communicate with parents about the media resources on a regular basis and encourage students to participate in reading activities and research projects that would be enhanced by family participation.
2	1.5	1	0.5	0	Response to parent concerns is handled with great sensitivity.
2	1.5	1	0.5	0	Develop an effective public relations program to promote media resources and programs.
2	1.5	1	0.5	0	Communicate with students and parents in a positive manner and establish a risk free environment.
2	1.5	1	0.5	0	Use spoken and written language clearly and correctly.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VII. ADHERE TO STATE, DISTRICT, AND SCHOOL POLICIES AND PROMOTE THE SCHOOL VISION AND MISSION</b>					
1	.75	0.5	.25	0	Adhere to the Code of Ethics, principles of Professional Conduct of the Education Profession in Florida, School Board Policies, Administrative Regulations and school rules.
1	.75	0.5	.25	0	Don't use institutional privileges for personal gain or advantage.
1	.75	0.5	.25	0	Make every effort to protect students from conditions harmful to learning or to the student's mental or physical health and safety.
1	.75	0.5	.25	0	Establish and maintain effective and efficient record keeping procedures.
1	.75	0.5	.25	0	Comply with copyright laws and inform the faculty, students, and parents of the laws and their application to educational institutions.
1	.75	0.5	.25	0	Demonstrate attention to punctuality and attendance.
1	.75	0.5	.25	0	Maintain confidentiality of student and other professional information.
1	.75	0.5	.25	0	Make a particular effort to challenge unprofessional attitudes and unethical practices and take a leadership role to help ensure that decisions are based on the highest professional standards.
1	.75	0.5	.25	0	Attend and/or support school sponsored events and accept additional responsibilities.
1	.75	0.5	.25	0	Mentor others to become teachers of excellence.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>
<b>GRAND TOTAL</b>			<b>OVERALL EVALUATION RATING</b>		

<input type="checkbox"/> <b>OUTSTANDING 108 - 120</b>	<input type="checkbox"/> <b>HIGH PERFORMING 76-107</b>	<input type="checkbox"/> <b>SATISFACTORY 30-75</b>
<input type="checkbox"/> <b>NEEDS IMPROVEMENT 16 - 29</b>		<input type="checkbox"/> <b>**UNSATISFACTORY 0 - 15</b>

**EVALUATOR'S COMMENTS AND/OR SUGGESTIONS:**

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**EVALUATOR'S RECOMMENDATION:**

To be eligible for STAR award consideration, one must (1) have no "NI" or "U" marks in any category, and (2) have no more than one satisfactory rating in a category.

This Media Specialist qualifies for State STAR consideration.  YES  NO

**MEDIA SPECIALIST'S COMMENTS AND/OR SUGGESTIONS:**

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Signature of the Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Signature of Media Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

\*The signature of the Media Specialist does not necessarily imply agreement with the appraisal, but rather acknowledges that it has been discussed with the principal.

\*\*Unsatisfactory Rating may effect employment.

O	HP	S	NI	U	I. PERFORMANCE OF STUDENT LEARNING GAINS				
60					Top 25% of ranked district learning gains at elementary, middle, or high school level				
	35				Top 26% to 30% of ranked district learning gains at elementary, middle, or high school level				
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			12		Top 36% to 49% of ranked district learning gains at elementary, middle, or high school level				
				0	Top 50% of ranked district learning gains at elementary, middle, or high school level				
<b>ENTER SECTION TOTAL POINTS</b>									
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	II. ABILITY TO MAINTAIN APPROPRIATE DISCIPLINE			
2	1.5	1	0.5	0	Maintain a positive and supportive environment in which students are actively engaged in an effective counseling program.				
2	1.5	1	0.5	0	Display materials and information usefully and attractively and arrange the physical environment to facilitate counseling and consultation.				
2	1.5	1	0.5	0	Follow established procedures for appropriate intervention in accordance with school, district, and state laws, rules, and policies.				
2	1.5	1	0.5	0	Provide interventions for at-risk students and those with special learning and behavioral needs.				
2	1.5	1	0.5	0	Work with faculty, staff, and family regarding student attitude, behavior, attendance, progress, and performance. Provide suggested strategies for working effectively with their student.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b> O HP S NI U				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	III. KNOWLEDGE OF SUBJECT MATTER			
2	1.5	1	0.5	0	Demonstrate knowledge and understanding of guidance and counseling principles, programs, and services.				
2	1.5	1	0.5	0	Implement, coordinate and monitor school wide counseling services and activities.				
2	1.5	1	0.5	0	Provide personal/growth counseling (individual and group) concerning academic success, understanding of self and others, communication skills, decision making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.				
2	1.5	1	0.5	0	Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.				
2	1.5	1	0.5	0	Develop transitional services by orienting new students and their parents and assisting students moving from grade to grade or school to school. Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of post-secondary opportunities, criteria for scholarships, and financial aid information.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b> O HP S NI U				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	IV. ABILITY TO PLAN AND DELIVER INSTRUCTION AND USE TECHNOLOGY IN THE CLASSROOM			
1	.75	0.5	.25	0	Develop guidance programs based on developmental needs of students, needs assessments, and school and district priorities.				
1	.75	0.5	.25	0	Establish short and long-range plans based on student needs, as well as school, district, and state priorities.				
1	.75	0.5	.25	0	Use counseling strategies that reflect each student's culture, learning style, special needs, and socioeconomic background and effectively engage all students.				
1	.75	0.5	.25	0	Prioritize, establish and implement a schedule for counseling and student service programs.				
1	.75	0.5	.25	0	Recognize the developmental level of each student as indicated by behaviors, products, and other responses, and make appropriate provisions for individual students based upon their learning styles or needs.				
1	.75	0.5	.25	0	Participate in multidisciplinary conferences concerning individual cases of special needs, including academic, social, cultural, emotional, and economic considerations.				
1	.75	0.5	.25	0	Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, or community services.				
1	.75	0.5	.25	0	Use technology resources to access and manage student records and data.				
1	.75	0.5	.25	0	Use a wide range of instructional technologies and other electronic networks to enhance the subject matter, assure it is comprehensible to all students, and provide students with opportunities to gather and share information with others.				
1	.75	0.5	.25	0	Monitor appropriate student use of technology.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b> O HP S NI U				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	V. ABILITY TO EVALUATE INSTRUCTIONAL NEEDS			
2	1.5	1	0.5	0	Review, evaluate, and select a variety of materials to support a well-balanced counseling program.				
2	1.5	1	0.5	0	Evaluate counseling program objectives, including using feedback from students, parents, and staff.				
2	1.5	1	0.5	0	Use technology to review and analyze student assessment data.				
2	1.5	1	0.5	0	Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.				
2	1.5	1	0.5	0	Use assessment results to plan instruction with individual students.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b> O HP S NI U				

O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VI. ABILITY TO ESTABLISH AND MAINTAIN A POSITIVE RELATIONSHIP WITH STUDENTS' FAMILIES</b>					
2	1.5	1	0.5	0	Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
2	1.5	1	0.5	0	Work effectively with parents and response to concerns is handled with great sensitivity.
2	1.5	1	0.5	0	Serve as a family advocate in the school and community.
2	1.5	1	0.5	0	Establish a risk free environment for students and families.
2	1.5	1	0.5	0	Use spoken and written language clearly and correctly.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VII. ADHERE TO STATE, DISTRICT, AND SCHOOL POLICIES AND PROMOTE THE SCHOOL VISION AND MISSION</b>					
1	.75	0.5	.25	0	Adhere to the Code of Ethics, principles of Professional Conduct of the Education Profession in Florida, School Board Policies, Administrative Regulations and school rules.
1	.75	0.5	.25	0	Don't use institutional privileges for personal gain or advantage.
1	.75	0.5	.25	0	Make every effort to protect students from conditions harmful to learning or to the student's mental or physical health and safety.
1	.75	0.5	.25	0	Establish and maintain effective and efficient record keeping procedures.
1	.75	0.5	.25	0	Provide accurate and timely information to parents and students about academic and behavioral performance of students.
1	.75	0.5	.25	0	Demonstrate attention to punctuality and attendance.
1	.75	0.5	.25	0	Maintain confidentiality of student and other professional information.
1	.75	0.5	.25	0	Make a particular effort to challenge unprofessional attitudes and unethical practices and take a leadership role to help ensure that decisions are based on the highest professional standards.
1	.75	0.5	.25	0	Attend and/or support school sponsored events and accept additional responsibilities.
1	.75	0.5	.25	0	Mentor others to become teachers of excellence.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>
<b>GRAND TOTAL</b>					<b>OVERALL EVALUATION RATING</b>

**OUTSTANDING 108 - 120**     
 **HIGH PERFORMING 76-107**     
 **SATISFACTORY 30-75**  
 **NEEDS IMPROVEMENT 16 - 29**     
 **\*\*UNSATISFACTORY 0 - 15**

**EVALUATOR'S COMMENTS AND/OR SUGGESTIONS:**

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**EVALUATOR'S RECOMMENDATION:**

To be eligible for STAR award consideration, one must (1) have no "NI" or "U" marks in any category, and (2) have no more than one satisfactory rating in a category.

This Guidance Counselor qualifies for State STAR consideration.  YES  NO

**GUIDANCE COUNSELOR'S COMMENTS AND/OR SUGGESTIONS:**

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Signature of the Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature of GUIDANCE COUNSELOR: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature of Guidance Counselor does not necessarily imply agreement with the appraisal, but rather acknowledges that it has been discussed with the principal.

\*\*Unsatisfactory Rating may effect employment.

**READING COACH**

Instructional Performance Appraisal

O	HP	S	NI	U	I. PERFORMANCE OF STUDENT LEARNING GAINS				
60					Top 25% of ranked district learning gains at elementary, middle, or high school level				
	35				Top 26% to 30% of ranked district learning gains at elementary, middle, or high school level				
		30			Top 31% to 35% of ranked district learning gains at elementary, middle, or high school level				
			12		Top 36% to 49% of ranked district learning gains at elementary, middle, or high school level				
				0	Top 50% of ranked district learning gains at elementary, middle, or high school level				
<b>ENTER SECTION TOTAL POINTS</b>									
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	II. ABILITY TO MAINTAIN APPROPRIATE DISCIPLINE			
2	1.5	1	0.5	0	Maintain a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.				
2	1.5	1	0.5	0	Manage student behavior in the various learning environments, share learning environment management responsibilities with students, establish smooth and efficient routines, involve students in establishing standards for behavior, and apply rules and standards consistently and equitably.				
2	1.5	1	0.5	0	Use effective student behavior management techniques.				
2	1.5	1	0.5	0	Arrange and manage the physical environment to optimize student learning and provide a safe place for students to take risks.				
2	1.5	1	0.5	0	Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	III. KNOWLEDGE OF SUBJECT MATTER			
2	1.5	1	0.5	0	Demonstrate a breadth of reading knowledge and coach teachers in the latest techniques for prevention and remediation of reading problems.				
2	1.5	1	0.5	0	Model effective teaching strategies and techniques and assist teachers with instructional strategies to improve FCAT reading comprehension.				
2	1.5	1	0.5	0	Work with and support the classroom teacher in providing a balanced, researched based reading program.				
2	1.5	1	0.5	0	Assist with the selection of appropriate reading resources related to identified needs at the school site.				
2	1.5	1	0.5	0	Assist in revising, developing, implementing and monitoring the reading curriculum.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	IV. ABILITY TO PLAN AND DELIVER INSTRUCTION AND USE TECHNOLOGY IN THE CLASSROOM			
1	.75	0.5	.25	0	Develop reading curriculum with attention to learning theory, subject matter structure, curriculum development, and student development, and first and second language acquisition processes.				
1	.75	0.5	.25	0	Identify, select, and modify instructional materials to meet the needs of students with varying backgrounds, learning styles and special needs.				
1	.75	0.5	.25	0	Draw upon an extensive repertoire of activities that have proven successful in engaging and motivating students at appropriate developmental levels				
1	.75	0.5	.25	0	Use technology and other appropriate tools to extend the learning environment for students, and address students' needs and learning objectives.				
1	.75	0.5	.25	0	Provide leadership and expertise in the use of information and instructional technologies.				
1	.75	0.5	.25	0	Use a wide range of instructional technologies and other electronic networks to enhance reading, assure it is comprehensible to all students, and provide students with opportunities to gather and share information with others.				
1	.75	0.5	.25	0	Stimulate student reflection on previously acquired knowledge and link new knowledge and ideas to already familiar ideas.				
1	.75	0.5	.25	0	<b>Develop and use assessment strategies, traditional and alternative, to assist the continuous development of students.</b>				
1	.75	0.5	.25	0	Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.				
1	.75	0.5	.25	0	Create or select short and long range plans based on district and state curriculum requirements, student profiles, and instructional priorities.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)	V. ABILITY TO EVALUATE INSTRUCTIONAL NEEDS			
2	1.5	1	0.5	0	Analyze student performance and identify reading problems.				
2	1.5	1	0.5	0	Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.				
2	1.5	1	0.5	0	Recognize the developmental level of each student as indicated by behaviors, products, and other responses, and make appropriate provisions for individual students based upon their learning styles or needs.				
2	1.5	1	0.5	0	Use school and classroom data as a basis for evaluating the school reading program, instructional units, and teaching strategies. Use assessment results to plan instruction with teachers for individual students.				
2	1.5	1	0.5	0	Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				

O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VI. ABILITY TO ESTABLISH AND MAINTAIN A POSITIVE RELATIONSHIP WITH STUDENTS' FAMILIES</b>					
2	1.5	1	0.5	0	Communicate with parents about the instructional program and student progress on a regular basis.
2	1.5	1	0.5	0	Response to parent concerns is handled with great sensitivity.
2	1.5	1	0.5	0	Serve as a family advocate in the school and community establishing a risk free environment for students and families.
2	1.5	1	0.5	0	Conduct parent nights to provide information and to train parents to assist their students.
2	1.5	1	0.5	0	Use spoken and written language clearly and correctly.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>
O	HP	S	NI	U	
<b>VII. ADHERE TO STATE, DISTRICT, AND SCHOOL POLICIES AND PROMOTE THE SCHOOL VISION AND MISSION</b>					
1	.75	0.5	.25	0	Adhere to the Code of Ethics, principles of Professional Conduct of the Education Profession in Florida, School Board Policies, Administrative Regulations and school rules.
1	.75	0.5	.25	0	Do not use institutional privileges for personal gain or advantage.
1	.75	0.5	.25	0	Make every effort to protect students from conditions harmful to learning or to the student's mental or physical health and safety.
1	.75	0.5	.25	0	Establish and maintain effective and efficient record keeping procedures.
1	.75	0.5	.25	0	Provide accurate and timely information to parents and students about academic and behavioral performance of students.
1	.75	0.5	.25	0	Demonstrate attention to punctuality and attendance.
1	.75	0.5	.25	0	Maintain confidentiality of student and other professional information.
1	.75	0.5	.25	0	Make a particular effort to challenge unprofessional attitudes and unethical practices and take a leadership role to help ensure that decisions are based on the highest professional standards.
1	.75	0.5	.25	0	Attend and/or support school sponsored events and accepts additional responsibilities.
1	.75	0.5	.25	0	Mentor others to become teachers of excellence.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING</b>
O	HP	S	NI	U	
<b>GRAND TOTAL</b>					<b>OVERALL EVALUATION RATING</b>

<input type="checkbox"/> <b>OUTSTANDING 108 - 120</b>	<input type="checkbox"/> <b>HIGH PERFORMING 76-107</b>	<input type="checkbox"/> <b>SATISFACTORY 30-75</b>	
<input type="checkbox"/> <b>NEEDS IMPROVEMENT 16 - 29</b>		<input type="checkbox"/> <b>**UNSATISFACTORY 0 - 15</b>	

**EVALUATOR'S COMMENTS AND/OR SUGGESTIONS:**

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**EVALUATOR'S RECOMMENDATION:**

To be eligible for STAR award consideration, one must (1) have no "NI" or "U" marks in any category, and (2) have no more than one satisfactory rating in a category.

This Reading Coach qualifies for State STAR consideration.  YES  NO

**READING COACH'S COMMENTS AND/OR SUGGESTIONS:**

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Signature of the Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature of Reading Coach: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature of Reading Coach does not necessarily imply agreement with the appraisal, but rather acknowledges that it has been discussed with the principal.

\*\*Unsatisfactory Rating may effect employment.

O	HP	S	NI	U	I. PERFORMANCE OF STUDENT LEARNING GAINS				
60					Top 25% of ranked district learning gains at elementary, middle, or high school level				
	35				Top 26% to 30% of ranked district learning gains at elementary, middle, or high school level				
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			12		Top 36% to 49% of ranked district learning gains at elementary, middle, or high school level				
				0	Top 50% of ranked district learning gains at elementary, middle, or high school level				
<b>ENTER SECTION TOTAL POINTS</b>									
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0) II. ABILITY TO MAINTAIN APPROPRIATE DISCIPLINE				
2	1.5	1	0.5	0	Maintain a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning, and self-motivation.				
2	1.5	1	0.5	0	Manage student behavior in the various learning environments, share learning environment management responsibilities with students, establish smooth and efficient routines, involve students in establishing standards for behavior, and apply rules and standards consistently and equitably.				
2	1.5	1	0.5	0	Use effective student behavior management techniques.				
2	1.5	1	0.5	0	Arrange and manage the physical environment to optimize student learning and provide a safe place for students to take risks.				
2	1.5	1	0.5	0	Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0) III. KNOWLEDGE OF SUBJECT MATTER				
2	1.5	1	0.5	0	Demonstrate a breadth of reading knowledge and coach teachers in the latest techniques for prevention and remediation of reading problems.				
2	1.5	1	0.5	0	Model effective teaching strategies and techniques and assist teachers with instructional strategies to improve FCAT reading comprehension.				
2	1.5	1	0.5	0	Work with and support the classroom teacher in providing a balanced, researched based reading program.				
2	1.5	1	0.5	0	Assist with the selection of appropriate reading resources related to identified needs at the school site.				
2	1.5	1	0.5	0	Assist in revising, developing, implementing and monitoring the reading curriculum.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				
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1	.75	0.5	.25	0	Use technology and other appropriate tools to extend the learning environment for students, and address students' needs and learning objectives.				
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1	.75	0.5	.25	0	Create or select short and long range plans based on district and state curriculum requirements, student profiles, and instructional priorities.				
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>				
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0) V. ABILITY TO EVALUATE INSTRUCTIONAL NEEDS				
2	1.5	1	0.5	0	Analyze student performance and identify reading problems.				
2	1.5	1	0.5	0	Interpret data including but not limited to standardized and other test results for diagnosis, instructional planning and program evaluation.				
2	1.5	1	0.5	0	Recognize the developmental level of each student as indicated by behaviors, products, and other responses, and make appropriate provisions for individual students based upon their learning styles or needs.				
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2	1.5	1	0.5	0	Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues who need access to the information.				
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O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VI. ABILITY TO ESTABLISH AND MAINTAIN A POSITIVE RELATIONSHIP WITH STUDENTS' FAMILIES</b>					
2	1.5	1	0.5	0	Communicate with parents about the instructional program and student progress on a regular basis.
2	1.5	1	0.5	0	Response to parent concerns is handled with great sensitivity.
2	1.5	1	0.5	0	Serve as a family advocate in the school and community establishing a risk free environment for students and families.
2	1.5	1	0.5	0	Conduct parent nights to provide information and to train parents to assist their students.
2	1.5	1	0.5	0	Use spoken and written language clearly and correctly.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>
O	HP	S	NI	U	(O=10-9 points; HP=8.75-6.5 points; S=6.25-4.0; NI=3.75-1.5; U=1.25-0)
<b>VII. ADHERE TO STATE, DISTRICT, AND SCHOOL POLICIES AND PROMOTE THE SCHOOL VISION AND MISSION</b>					
1	.75	0.5	.25	0	Adhere to the Code of Ethics, principles of Professional Conduct of the Education Profession in Florida, School Board Policies, Administrative Regulations and school rules.
1	.75	0.5	.25	0	Do not use institutional privileges for personal gain or advantage.
1	.75	0.5	.25	0	Make every effort to protect students from conditions harmful to learning or to the student's mental or physical health and safety.
1	.75	0.5	.25	0	Establish and maintain effective and efficient record keeping procedures.
1	.75	0.5	.25	0	Provide accurate and timely information to parents and students about academic and behavioral performance of students.
1	.75	0.5	.25	0	Demonstrate attention to punctuality and attendance.
1	.75	0.5	.25	0	Maintain confidentiality of student and other professional information.
1	.75	0.5	.25	0	Make a particular effort to challenge unprofessional attitudes and unethical practices and take a leadership role to help ensure that decisions are based on the highest professional standards.
1	.75	0.5	.25	0	Attend and/or support school sponsored events and accepts additional responsibilities.
1	.75	0.5	.25	0	Mentor others to become teachers of excellence.
<b>ENTER SECTION TOTAL POINTS</b>					<b>CIRCLE RATING O HP S NI U</b>
<b>GRAND TOTAL</b>			<b>OVERALL EVALUATION RATING</b>		

<input type="checkbox"/>	<b>OUTSTANDING 108 - 120</b>	<input type="checkbox"/>	<b>HIGH PERFORMING 76-107</b>	<input type="checkbox"/>	<b>SATISFACTORY 30-75</b>
<input type="checkbox"/>	<b>NEEDS IMPROVEMENT 16 - 29</b>	<input type="checkbox"/>		<input type="checkbox"/>	<b>**UNSATISFACTORY 0 - 15</b>

**EVALUATOR'S COMMENTS AND/OR SUGGESTIONS:**

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**EVALUATOR'S RECOMMENDATION:**

To be eligible for STAR award consideration, one must (1) have no "NI" or "U" marks in any category, and (2) have no more than one satisfactory rating in a category.

This Curriculum Coordinator/General Support qualifies for State STAR consideration.  YES  NO

**CURRICULUM COORDINATOR/GENERAL SUPPORT'S COMMENTS AND/OR SUGGESTIONS:**

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**Signature of the Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Signature of Curriculum Coordinator/General Support:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Signature of Curriculum Coordinator/General Support does not necessarily imply agreement with the appraisal, but rather acknowledges that it has been discussed with the principal.**

**\*\*Unsatisfactory Rating may effect employment.**