

**CHARLOTTE COUNTY PUBLIC SCHOOLS**  
**DRAFT TEACHER ON SPECIAL ASSIGNMENT OBSERVATION INSTRUMENT**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_ AC \_\_ CC \_\_ PSC \_\_

At least one of the following data sources will be used to document competencies: (1) Formal Observation, (2) Informal Observation, (3) TSA Product, (4) Anecdotal Record, (5) Interview, (6) Self Assessment, (7) Conference, (8) Assessment Data.

Please follow these instructions: Place an (X) in the appropriate box listed at the right of each competency listed below.

Key: Cmp=Competencies DSU=Data Source Used CE=Criteria in Evidence CNE=Criteria not Evidence UN=Unobserved

DIMENSION (EAP)	Cmp	Performance	DSU	CE	CNE	UN
A. Management of Services and Organizational Skills (EAP 10)		Check if discussed				
	A.1	Maintains calendar and effectively prioritizes workload.				
	A.2	Maintains and completes required paperwork in a professional and timely manner.				
B. Knowledge of Professional Area and Planning for Delivery (EAP 3,4,8)	A.3	Uses time effectively.				
	B.1	Demonstrates command of professional area for the present assignment.				
	B.2	Provides support for instructional needs of students.				
	B.3	Communicates information accurately.				
	B.4	Utilizes best practices in planning delivery of services.				
C. Delivery of Services Including Technology (EAP 9, 12)	B.5	Identifies appropriate intervention and referral strategies for students.				
	C.1	Provides appropriate & effective services using current best practices in the area(s) of specialty.				
	C.2	Provides professional development activities as appropriate.				
	C.3	Maintains constructive working relationship with school and district colleagues for the benefit of students.				
	C.4	Communicates effectively.				
	C.5	Assists in ensuring compliance with district, state, and federal guidelines.				
D. Evaluation of Services (EAP 1,5,7)	C.6	Utilizes technology to access data and to communicate effectively and appropriately.				
	D.1	Evaluates student progress and uses student data to provide appropriate feedback and support to school staff and parents.				
	D.2	Uses appropriate formal and informal assessment techniques to identify individual needs of students.				
E. Professional Responsibility and Characteristics (EAP 6, 11)	D.3	Sets and/or communicates student performance standards for students based on the Charlotte County Public Schools curriculum, Sunshine State Standards for Special Diploma, and/or Workforce Educational Curriculum Frameworks as appropriate.				
	E.1	Participates in professional development activities.				
	E.2	Participates in school/district/state committees and professional organizations.				
	E.3	Handles contacts with students, parents, and community in a professional manner.				
	E.4	Relates to colleagues, school and district personnel in a professional manner.				
	E.5	Upholds school rules, administrative regulations and School Board policies.				
	E.6	Works to achieve school goals and the Student Learning Plan.				
	E.7	Demonstrates proficiency in the use of Standard English.				
F. Collaboration with Students' Families to Increase Student Achievement (EAP 2)	E.8	Adheres to Professional Code of Ethics.				
	F.1	Initiates parent/guardian or adult student contact when problems are identified.				
	F.2	Is receptive and available for parent conferences requested by parent/guardian or others as appropriate.				
	F.3	Is professional in collaborating with staff, parents, students, and community.				

Administrator's Comments: \_\_\_\_\_

Teacher's Comments: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Last 4 digits of SS #

Signature of TSA does not necessarily denote agreement but acknowledges receipt of this document.