



PAEC School

Administrative Input Form for Supervisors/Leads

From: Dr. Terry Smith

School Year: 2016-17

RE: PAEC Employee: _____

Please complete this input form and return to Terry Smith at PAEC Center/Admin. Thank you.

If a "Needs Improvement" or "Unsatisfactory" rating is given, please give specific examples, as well as the specific dates and times you met with the employee about each area of concern listed.

E = Excellent P = Proficient N = Needs Improvement U = Unsatisfactory

Technical Knowledge and Assistance Regarding Area of Expertise

Providing technical assistance/consultation in areas of expertise to instructional staff and school administrators (assist with information, interventions, Special Ed Law/Procedures, students, etc).

E: ___ P: ___ N: ___ U: ___

Comments:

Supervision/Coordination of the Delivery of Special Education Programs/Services

Coordinates and facilitates meetings, conducts visits/observations of classrooms, maintains student data, provides guidance and technical support, etc.

E: ___ P: ___ N: ___ U: ___

Comments:

Interpersonal Skills

1) Interaction with staff, students, parents and school administrators.

E: ___ P: ___ N: ___ U: ___

2) Provides leadership to staff and supports principals in carrying out priority goals.

E: ___ P: ___ N: ___ U: ___

Comments:

Organizational Skills

Management of schedules, preparation for meetings, meeting timelines, and management of required information/data/paperwork, and screening candidates for employment.

E: ___ P: ___ N: ___ U: ___

Comments:

Communication

1) Oral communication at department meetings, problem solving meetings, screenings, prediagnostic meetings, and staffings.

E: ___ P: ___ N: ___ U: ___

2) Communication in the form of memoranda, reports, evaluations, etc.

E: ___ P: ___ N: ___ U: ___

3) Thoroughness and quality of reports, evaluations, etc.

E: ___ P: ___ N: ___ U: ___

4) Maintains communication with administrators, staff, parents/guardians

E: ___ P: ___ N: ___ U: ___

Comments:

Professionalism

Maintains professional demeanor, appropriate dress, and is courteous and considerate of other individuals

E: ___ P: ___ N: ___ U: ___

Comments:

Facilitation of Staffings, Meetings (if applicable)

The ability to manage meetings, staffings, etc. in an organized, thorough and time efficient manner.

E: ___ P: ___ N: ___ U: ___

Comments:

Other Information:

Person Completing Form: _____

Title of Person Completing Form: _____

Date Completed: _____