

University of Washington  
Experimental Education Unit  
Head Teacher Evaluation

Staff Member's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Rating Scale

1 Needs Improvement	2 Poor	3 Average	4 Good	5 Excellent	NA Not Applicable
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**ATTENDANCE**

1. Attends staff and school meetings

1                      2                      3                      4                      5

2. Attends staff trainings

1                      2                      3                      4                      5

3. Attends school events (i.e., Open House, Family Socials, College of Education Events, etc.)

1                      2                      3                      4                      5

4. Attends regularly scheduled work hours.

1                      2                      3                      4                      5

**INTERDISCIPLINARY SKILLS**

**Families**

1. Develops and maintains positive relationship with families

1                      2                      3                      4                      5

2. Maintains communication with family on a regular basis

1                      2                      3                      4                      5

3. Accepts feedback from family members

1                      2                      3                      4                      5

4. Encourages active participation of family members in the school, classroom and on the educational team.

1                      2                      3                      4                      5

**Graduate Students**

1. Develops and maintains positive relationship with graduate students and interns

1                      2                      3                      4                      5

2. Identifies clear and appropriate expectations for graduate students and interns

1                      2                      3                      4                      5

3. Provides appropriate training and feedback for graduate students and interns

1                      2                      3                      4                      5

4. Provides opportunity for graduate students and interns to learn and practice new skills

1                      2                      3                      4                      5

**Staff**

1. Develops and maintains positive relationships with staff

1                      2                      3                      4                      5

2. Provides appropriate training and feedback for staff

1                      2                      3                      4                      5

3. Accepts feedback from staff

1                      2                      3                      4                      5

4. Collaborates with Related Service Providers to facilitate team coordination

1                      2                      3                      4                      5

5. Maintains regular meetings on a weekly basis with team and/or individual team members

1                      2                      3                      4                      5

6. Helps facilitate appropriate division of tasks and responsibilities among team members

1                      2                      3                      4                      5

7. Coordinates with individuals within the EEU as appropriate (i.e., nurse, social worker, etc.)

1                      2                      3                      4                      5

8. Coordinates with individuals outside the EEU as appropriate (i.e., consultant, private therapist, etc.)

1                      2                      3                      4                      5

9. Promotes transdisciplinary model of service delivery (i.e., Professionals share responsibilities and function as a unit, sharing their discipline-specific information and skills).

1                      2                      3                      4                      5

**TEACHING RESPONSIBILITY**

**Administrative**

1. Completes paperwork in a thorough and timely manner

1                      2                      3                      4                      5

2. Documents family contact

1                      2                      3                      4                      5

3. Maintains team and/or individual staff member meeting notes

1                      2                      3                      4                      5

**Planning**

1. Develops and adheres to a functional classroom schedule

1                      2                      3                      4                      5

2. Develops and provides appropriate activities and materials for functional and pre-academic or academic goals

1                      2                      3                      4                      5

3. Develops and/or implements appropriate adaptations and modifications to curriculum and activities to meet individual student needs in conjunction with research

1                      2                      3                      4                      5

4. Develops and maintains appropriate Individual Education Programs (IEP's), Individual Family Service Plans (IFSP's), instructional programs, and/or Individual Learning Plans (ILP's)

1                      2                      3                      4                      5

5. Develops appropriate short term (bi-weekly) and long term (at least quarterly) planning for entire class

1                      2                      3                      4                      5

6. Develops and maintains appropriate substitute plans that includes safety information about students

1                      2                      3                      4                      5

**Data**

1. Conducts adequate and appropriate assessments as needed

1                      2                      3                      4                      5

2. Collects and documents appropriate data on student progress at least weekly in the classroom

1                      2                      3                      4                      5

3. Reviews data in order to evaluate effectiveness of instruction and make instructional decisions regularly

1                      2                      3                      4                      5

**Behavior**

1. Uses a variety of appropriate positive behavior support strategies on an individual and group basis within the classroom

1                      2                      3                      4                      5

2. Identifies the need for and implements appropriate behavior management strategies

1                      2                      3                      4                      5

**Families**

1. Provides suggestions, materials and/or programs for home and community as needed

1                      2                      3                      4                      5

2. Conducts home visits, center visits, and/or visits to community sites (including possible transition placements) as needed

1                      2                      3                      4                      5

3. Provides information and support to families around significant events (i.e., IEP's, IFSP's, transitions, evaluations, intake, significant family events, etc.)

1                      2                      3                      4                      5

4. Provides access to and/or information about community activities

1                      2                      3                      4                      5

5. Finds additional services (ITP Project DATA only) and information about outside agencies to help address family priorities and concerns

1                      2                      3                      4                      5

**Diversity**

1. Provides an environment that is inclusive in terms of cultural pluralism

1                      2                      3                      4                      5

2. Ensures activities promote appreciation for diversity

1                      2                      3                      4                      5

3. Helps develop a community that accepts and understands difference

1                      2                      3                      4                      5

**Professional Development**

1. Continues professional growth by reading literature, attending trainings and conferences, etc.

1                      2                      3                      4                      5

2. Contributes to professional development by participating and/or facilitating school training sessions

1                      2                      3                      4                      5

3. Works cooperatively with research personnel to implement and conduct studies that add to the field and identify best practice in Early Intervention

1                      2                      3                      4                      5

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Staff Member's Signature

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Date

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Principal's Signature

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Date

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Assistant Principal's Signature

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Date

Goals

1.	
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2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_