#### Observation Evidence Sorting Form Option B

##### Professional Growth System

Student Services Growth Rubric

Student Services Coordinator School/District

Date (Month/Day/Year) Observer

Informal Observation Formal Observation

1 2 3 4 5 1 2 3

|  |  |
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| DOMAIN I: Planning | EVIDENCE |
| 1. Plans, coordinates recruitment and appropriate placement activities to promote retention and completion in Career Technical Education (CTE) programs. |  |
| 2. Service planning that meets the diversity of students’ backgrounds and all categories as defined by Perkins’ special populations (students’ prior knowledge, experience and/or cultural background based on data collected. |  |
| DOMAIN II: Assessment | EVIDENCE |
| 3. Collects and organizes data from assessments to plan instruction, provide feedback and appropriate instructional support, and track and monitor student progress. |  |
| DOMAIN III: Instruction | EVIDENCE |
| 4. Actively engages students in the learning process. |  |
| 5. Communicates clearly and effectively. |  |
| DOMAIN IV: Learning Environment | EVIDENCE |
| 6. Creates an environment conducive to learning. |  |
| DOMAIN V: Professional Responsibilities | EVIDENCE |
| 7. Engages in continuous professional learning opportunities and applies new information to meet the needs of students. |  |
| 8. Establishes and maintain effective communication with parents/guardians and community stakeholders. |  |
| 9. Collaborates with colleagues and is an active member of a professional learning community in the school. |  |