

Name _____ School _____ Year _____

PROFESSIONAL SUPPORT PERSONNEL – NARRATIVE APPRAISAL						
State Policy 5310 Section 2	The categories listed below are the major characteristics needed of professional support personnel. Your immediate supervisor will appraise you prior to June 30, needed. The original copy will be kept on file at the Central Office.	Exemplary	Exceeds Standards	Meets Standards	Unsatisfactory	COMMENTS
	Annual Written Goals Established (on or before November 1) _____ Date _____					
2	Planning, Preparation and Implementation . Engages in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation. Items all may be used to reflect planning and preparation: . identifies needs of students and others, . develops action plans based on identified needs, . evaluates ongoing programs/plans, . revises programs based on assessment, . implements ongoing program activities and revises activities as needed, and . advises school personnel regarding available resources. Administration/Management	or				

2 .5

Intervention

2 Delivers services to students and others to improve skills/functional abilities or inform recipients of services. Items that may be used to reflect intervention:

- . provides activities to foster the development of the whole child/student,
- . demonstrates positive interpersonal relationships with students, educational staff, parents, and the community,
- . assists teachers and students

2 .9	Technology Standards (Effective July 1, 2003) 2 Definition: demonstrates competency and knowledge in the implementation of technology standards identified by the West Virginia Board of Education policies which are based on the International Society for Technology in Education (ISTE) Standards. Items that may be used to reflect instructional leadership competencies: . demonstrates a sound understanding of technology operations and concepts, . applies technology to facilitate a variety of effective assessment and evaluation strategies, . uses technology to enhance productivity and professional practice, and . understands the social, ethical, legal and human issues surrounding the use of technology in PK-12 schools and applies that understanding in practice.	E	ES	MS	U	
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Signature indicates that the "Performance Objectives" and "Personal Appraisal" were