



Coronado Unified School District

NURSE EVALUATION AND REFLECTION FORM - INFORMAL (Tenured 5+)

Evaluatee Name:		School Year:	Educator Status: (Mark all that apply) <input type="checkbox"/> Tenured (5-9 Years) <input type="checkbox"/> Tenured (10+ years) <input type="checkbox"/> Transition in Assignment
Site/Assignment:	Course/Subject/Grade Level:		

Evaluator Name & Position:

PART 1: EVALUATION PLAN

Coronado Unified School District Governing Board Goals

Learning: Integrate personalized learning with assessment methods that will prepare all students for academic and vocational success.	Communication: Communicate openly, freely, and accurately to engage and involve all shareholders.	Support: Maintain safe and supportive schools where students and staff thrive.
--	--	---

School Site(s)' Focus

Domain:	Focus Statement:
----------------	-------------------------

Goals

- **Tenured (Years 5-9 in profession)** develop two (2) goals – Written goals and conference due September 30th. Will be evaluated every two years.
- **Tenured (Years 10 or more in profession)** develop two (2) goals – Written goals and conference due September 30th. Will be evaluated every three years.

* Please note that staff members who work at multiple sites will collaborate with department members to develop goals related to the site(s)' focus
 * For reference, SMART Goal(s) = Specific, Measurable, Attainable, Relevant and Time-Bound; not necessarily based upon student achievement data

Goal 1 Related to Site Focus	Goal 2 Personal Learning Goal (Team Project Option for 10+ years)
Domain: Sub-Area:	Domain: Sub-Area:
SMART Goal:	SMART Goal:
Baseline: <i>Where are you now?</i>	Baseline: <i>Where are you now?</i>
Action Plan: <i>What steps will you take to reach this goal?</i>	Action Plan: <i>What steps will you take to reach this goal?</i>

Evidence: <i>What evidence will you use to show growth?</i>		Evidence: <i>What evidence will you use to show growth?</i>	
Observation Cycle			
Tenured (Years 5-9): One Formal Observation or a series of three Informal Observations (1 st Observation due October 30 th , 2 nd Observation due 2 nd Friday in December, 3 rd Observation due February 15 th), Final Evaluation Summary and Conference due May 1 st . If the evaluatee chooses Formal Observation, please use the Teacher Evaluation and Reflection Form - Formal.			
Tenured (Years 10+): One Observation or a series of three Informal Observations (1 st Observation due October 30 th , 2 nd Observation due 2 nd Friday in December, 3 rd Observation due February 15 th), Final Evaluation Summary and Conference due May 1 st . If the evaluatee chooses Formal Observation, please use the Teacher Evaluation and Reflection Form - Formal.			
Agreement			
Signatures below indicate evaluator and evaluatee have both agreed upon the goals			
Evaluator's Signature:		Position:	Date:
Evaluatee's Signature:		Position:	Date:

PART 2: PRE-OBSERVATION / FORMAL OBSERVATION / POST-OBSERVATION FORM

PRE-OBSERVATION

Evaluatee will complete at least 3 days prior to the scheduled observation

Do you have any special requests/look fors?

OBSERVATION

Observation #1

Date:

Descriptive Evidence During Observation:

Observation #2

Date:

Descriptive Evidence During Observation:

Observation #3

Date:

Descriptive Evidence During Observation:

OBSERVATION EVALUATION OF SET GOALS

U = Unsatisfactory, D = Developing, P = Proficient, E = Exemplary

(Indicate the date observed in the corresponding letter box)

Standards Based Evidence of Practice	U	D	P	E
1. Demonstrates evidence of use of theory by sharing information with peers, students, family, staff, other professionals, and the community to assist change.				
2. Demonstrates application of theory to practice by use of most recent techniques and information which govern actions.				
3. Consults with school administration to establish, review, and revise procedures for a comprehensive school health program.				

4. Assumes responsibility for in-service programs for school personnel regarding health-related issues.				
5. Assists in selection, training, supervision and evaluation of paraprofessionals.				
6. Establishes processes to identify students at-risk for physical and psychosocial problems.				
7. Communicates health needs of students to appropriate school personnel.				
8. Establishes a follow-up mechanism for referral of identified students.				
9. Completes written reports to provide continuity and accountability of the program.				
10. Assumes responsibility for initiation of the pupil health record upon enrollment.				
11. Records data on a cumulative health record.				
12. Identifies the relationship between health status and the student's ability to learn.				
13. Provides written nursing care plans for students with significant health problems.				
14. Informs school personnel about adaptations of the comprehensive school program, interventions, or environment required by students to meet their individual health needs.				
15. Determines priorities and goals in collaboration with student, family, and school personnel.				
16. Participates as an integral member of the interdisciplinary team(s).				
17. Assumes leadership in the individualized education plant (IEP) when the primary service for the student is health related.				
18. Identifies when supportive disciplines have similar skills and shares power and influence; understands and expresses appreciation of unique contributions of each discipline.				
19. Demonstrates use of principles of learning and appropriate teaching methods.				
20. Teaches the principles of health promotion and disease prevention to individuals and groups.				
21. Acts as a resource person in health education to school personnel, students, and families.				
22. Promotes preventive and other self-care strategies with school personnel.				
23. Initiates and participates in a written evaluation process for the school health program.				
24. Takes action regarding recommendations for change resulting from program evaluation and review.				
25. Participates in continuing education programs to increase knowledge, update skills, and maintain certification.				

26. Contributes to the professional growth of others by providing appropriate in-service or workshop.				
27. Interprets school health services needs and the role of the school nurse to the school and community.				
28. Collaborates with agencies within and outside of the community to assure continuity of service and care.				
29. Informally critiques current research in professional nursing articles and shares information with school personnel when appropriate.				
30. Obtains expert consultation as needed.				

Evaluator Commendations and Recommendations:

Observation #1:

Observation #2:

Observation #3:

Evaluatee Reflections:

Observation #1:

Observation #2:

Observation #3:

POST-OBSERVATION CONFERENCE

Evaluator and Evaluatee Collaborative Notes:**Observation #1:****Observation #2:****Observation #3:****Action Steps:****Observation #1:****Observation #2:****Observation #3:**

All written summaries and observations shall be delivered to the evaluatee within three (3) duty days following the observation so that the evaluatee has time for self-reflection within (2) duty days. The post-observation conference will be held within six (6) duty days following the evaluatee's observation. The evaluatee has the right to respond to the post-observation conference in writing, and the response shall be attached to the Evaluation and Reflection Form.

Evaluator's Signature:

Position

Date

Evaluatee's Signature:

Position

Date

PART 3: FINAL EVALUATION SUMMARY AND CONFERENCE

Evaluatee Reflection Completion Date (3 duty days prior to meeting):**Meeting Date:****Evaluatee:**

1. Reflect on your progress from this school year toward implementing your action plans and meeting your goals. Include your evidence below.

Goal 1:**Goal 2:**

2. Using specific examples, reflect on two highlights from this school year. What are you looking forward to next year? What are a couple of next steps?

Evaluator Narrative Summary (Commendations & Recommendations):

Evaluator's Signature:

Date:

Evaluatee's Comments: The evaluatee shall have a right to respond in writing to the evaluation. This response shall be attached to the evaluation prior to it being placed in the evaluatee's personnel file if received within ten (10) duty days after the receipt of the evaluation.

I acknowledge being apprised of the above evaluation on a personal conference.

I have attached a statement:

Yes

No

Evaluatee's Signature:

Date: