**Observation Planning Form**

**Observation Planning**

Observation is a required measurement of a paraprofessional’s annual evaluation. This measure focuses on specific components of the *U.S. Virgin Islands Performance Evaluation Framework for Paraprofessionals.*

**Instructions:**

The Territory-Wide Component for observation and the standard to which it is aligned have been identified.

Using the *U.S. Virgin Islands Performance Evaluation Framework for Paraprofessionals*, please identify the Administrator and the 2 Choice Components that are to be observed, as well as the aligned standards (referenced under each component on the Framework). Components from any Domain of the Framework may be selected for discussion with your administrator. It is very important to read the specific level descriptors for a component to ensure the administrator will be able to record evidence of your performance for that component. Offer possible examples of evidence that may be observed.

1. **Territory-Wide Component: 4a Professional Relationships**

**Standard 10:** The paraprofessional interacts in a professional, effective manner with colleagues, parents, and other members of the community to support students' learning and well-being.

1. **Administrator Component:**

Choose an item.

1. **Choice Component 1:**

Choose an item.

1. **Choice Component 2:**

Choose an item.

As part of the planning discussion, the administrator and paraprofessional consider what might be observed that would serve as evidence of performance on the components.

Possible evidence of the paraprofessional’s performance on the components above:

**Professional Growth Plan**

The paraprofessional completes this portion of the form indicating progress on completing the Professional Growth Plan (PGP). The form is submitted for the principal to review.

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| Describe the progress you’ve made on your PGP goal: |
| What, if any, modifications are needed for you to complete the learning and implementation of your PGP? |
| What, if any, support or assistance are you requesting? |

**Paraprofessional Time**

The principal completes this portion of the form regarding the paraprofessional’s attendance and punctuality.

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| Comments regarding Paraprofessional Time: |