

**PROCESS FOR SCHOOL ADMINISTRATORS GATHERING INFORMATION
FOR RESOURCE TEACHER EVALUATION**

School Administrators:

1. Attend Individual Educational Plan (IEP), team, parent, referral and class review meetings.
2. Observe: assessments, small group work, paraeducator training, collaboration with English Second Language (ESL) paraeducators, etc., in class modelling and collaboration.
3. Have resource teachers inform them when the above are scheduled.
4. Discuss with Resource Teacher their activity over a period of time (eg. two-week block).
5. Have Resource Teacher note their activity for a period of time, share with admin.
6. Meet with both Resource Teacher and Classroom Teacher together to discuss any concerns.
7. Use the descriptors to guide ongoing observation.
8. Read copies of reports, IEPs, emails, memos, funding applications, schedules, etc.