

PERALTA COMMUNITY COLLEGE DISTRICT
LD SPECIALIST (DSPS) -- FACULTY OBSERVATION FORM

LD Specialist:	Semester	Campus:
Faculty Observer:	Date	

The TRC / Evaluation Committee requests the following information:

1. Advising topic: *(Check all relevant topics)*

NOTE: No LD Specialist is expected to perform all of these tasks in any single observation period and it is understood that some specialists provide specialized services.

- a. Document preparation
- b. Career planning
- c. Personal counseling
- d. Information on other college services
- e. Referral to community resources, etc.
- f. Prospective student
- g. Disability accommodations
- h. Applicable laws; student rights and responsibilities
- i. Diagnostic testing review
- j. Documentation review
- k. Other (specify)

2. Please check the appropriate line to indicate which items were observed during the session.

Check If Observed		Notes & Comments Illustrating the Observation
	a. The LD Specialist made the student feel comfortable and was attentive to their concerns.	
	b. The LD Specialist communicated diagnostic information in a manner that helped maximize student strengths.	
	c. The LD Specialist determined eligibility for services in accordance with state guidelines.	
	d. The LD Specialist taught students how to apply learning strategies particularly suited to their individual needs in order to determine goals.	
	e. The LD Specialist was responsive to the needs and special circumstances of individual needs.	
	f. The LD Specialist informed the student of at least one of the college's services, such as tutoring, financial aid, orientation, assessment, library services, EOPS, PACE, etc.	
	g. The LD Specialist demonstrated an understanding of educational limitation of student's disability and recommended appropriate accommodations.	
	h. The LD Specialist was attentive to student questions and comments and was clear and precise in response.	

3. In your opinion, what in the advising session appeared to be most helpful to the student?

4. In what way could the LD Specialist have been more helpful or effective to the student?

5. Other observations for evaluation (*non-classroom/evaluation*):

Check If Observed		Notes & Comments Illustrating the Observation
	a. Attends scheduled meeting, contributes, and participates in governance.	
	b. Participates in shared governance system; chairs/serves on college/district committees.	
	c. Works cooperatively with faculty, administrators, staff and students.	
	d. Provides appropriate in-service training and student advocacy on campus and in the community.	
	e. Handles conflict/stress situations appropriately.	
	f. Keeps office hours and is accessible to students.	
	g. Performs and serves the college well in meeting its obligations to students.	
	h. Maintains appropriate files and completes mandated forms.	
	i. Has conducted appropriate and sufficient outreach for the purpose of recruiting students.	

	j. Completes student assessments in a timely manner.	
	k. Candidate has completed student assessments in a timely manner and has effectively communicated the result of this evaluation to appropriate persons, as determined by DSPS staff consensus.	
	l. Candidate works well as a member of the team of DSPS professionals, which serves students with disabilities.	
	m. Candidate has participated in designing and implementing a program, which effectively serves the needs of students with learning disabilities.	

Overall performance rating:

Superior—*surpasses requirements; exceeds expectations*

Satisfactory—*meets all standards of excellence as described in the policy*

Below Standards—*does not consistently meet requirements*

Unsatisfactory—*does not meet requirements; ineffective*

Observer's Signature	Date:
Evaluee's Signature	Date:

The evaluee's signature on this form does not constitute acceptance of this evaluation. The evaluee has the right to append their own written comments.