

ELEMENTARY SCHOOL DISTRICT #20

TEACHER PERFORMANCE EVALUATION SCALE

TEACHER:

DATE:

- A. Instructional Planning - The certified staff member plans instruction based on long and short term goals and student competencies.

Criteria:

1. Goals are appropriate to achievement of students.
2. Daily lessons adhere to district's approved course guidelines and curriculum.
3. Makes use of the instructional resources in the school where these are appropriate to classroom instruction.
4. Demonstrates evidence of instructional organization.
5. Provides clear and accurate materials for substitute teachers.

Strengths:

Areas for Development:

Comments:

TEACHER:

DATE:

- B. Instructional Methods - The certified classroom teacher demonstrates in his or her performance, a competent level of knowledge and skills in designing and conducting an instructional experience.

Criteria:

1. Clearly states the objectives of the lesson, when appropriate, using advanced organizers and analogy to material previously taught, placing the lesson into some meaningful context.
2. Teacher is task-oriented, focusing his/her attention on the lesson at hand.
3. Presents concepts using stimuli appealing to students who learn better through one or more modes. Employs both task analysis and logical content sequencing in lesson presentations.
4. Employs a variety of reinforcement techniques to check on student comprehension after the concept is explained.
5. Transitions are smooth and logical with the lesson.
6. Employs a variety of question types. The teacher conducts stimulating class discussions requiring students to sharpen their critical and analytical skills, the goal of which is to get students actively involved in the lesson.
7. Employs assessment as a regular component of the course. Integrates techniques into instructional process where they can be viewed by students as a natural outgrowth of the instructional process.
8. Assigns meaningful homework (either written or study) where appropriate. Assignments are collected and/or corrected and are included as part of the student's course grade.

Strengths:

Areas for Development:

Comments:

TEACHER:

DATE:

Instructional Methods (Part B) - The certified classroom teacher demonstrates in his or her performance a competent level of knowledge and skill in creating a learning environment that provides an opportunity for students to achieve their maximum potential.

Criteria:

9. Uses positive feedback and praise appropriately. Has high expectations.
10. Through voice, gestures, expressions and movement, communicates enthusiasm for subject matter.
11. Develops rapport with students through a variety of teacher behaviors that create a positive and caring learning environment.
12. Sets an example of the conduct and behavior we seek to develop in students.

Strengths:

Areas for Development:

Comments:

TEACHER:

DATE:

- C. Classroom Management and Record Keeping - The certified classroom teacher demonstrates an understanding of the efficacy of good classroom management practices.

Criteria:

1. Teacher begins and ends instruction in a timely manner as to take advantage of time allotted; and shows flexibility in scheduling to accommodate and enhance student learning.
2. Keeps accurate administrative records and reports information in a timely manner.
3. Keeps accurate student records and reports information in a timely manner.
4. Exhibits responsibility in care of student equipment.

Strengths:

Areas for Development:

Comments:

- D. Professional Growth Responsibility - The certified classroom teacher demonstrates an awareness of his or her limitations and strengths and demonstrates continued professional growth.

1. Takes advantage of opportunities to improve classroom effectiveness. Shares ideas, methods and materials with colleagues.
2. Participates actively in piloting and development of instructional materials. Implements school policies and curriculum changes.
3. Relates new information to the classroom setting.

Strengths:

Areas for Development:

Comments:

TEACHER:

DATE:

- E. Working Relationships - The certified staff member establishes a relationship with students, peers, and community members which is in the best interest of the district.

Criteria:

1. Provides appropriate feedback to students and parents.
2. Cooperates with fellow faculty members and administrators in the attainment of commonly shared goals. Also works well with other school organizations.
3. Deals courteously with educational support personnel.
4. Demonstrates tact, flexibility, patience, humor and fairness in the classroom and school-wide.
5. Shall be regular and prompt in attendance.

Strengths:

Areas for Development:

Comments:

**OVERALL RATING FOR TEACHERS' PERFORMANCE
EVALUATION
ASSESSMENT SCALE**

TEACHER:

DATE

Excellent_____ - Demonstrates the behavior and skills in a highly effective and creative way, meeting the individual needs of the students. The teacher's influence extends beyond the boundaries of his/her classroom and positively enhances the effectiveness of the school.

Satisfactory _____ - Demonstrates the behaviors and skills consistently, applying knowledge of effective educational practice including appropriate planning, continuity of instruction, modeling and reinforcement.

Unsatisfactory _____ - Demonstrates the behaviors or skills inconsistently, or does not demonstrate the behaviors or skills.

The teacher's signature indicates receipt of a copy of the completed evaluation. It does not necessarily mean the teacher is concurrent with all statements included in the evaluation.

If the teacher feels his/her formal written evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file within twenty (20) school days of receiving the evaluation.

A copy of this evaluation shall be provided to the teacher. A copy will also be placed in the teacher's personnel file.

SIGNATURES:

TEACHER _____ DATE _____

EVALUATOR _____ DATE _____

copy: personnel file