TEACHER EVALUATION FORM

Name of Employee:

Date of Evaluation:
Instructional Area:
Name of Evaluator:

Performance Criteria:

I. Acquires Information from Various Sources to Appraise Students
   Evaluation Criteria in this area may include:
   *Maintains folders and school records,
   *using parent-teacher conferences or contacts,
   *using both group and individual testing,
   *consulting colleagues and supervisors,
   *utilizing previous student assessment data.

Unsatisfactory    Needs Improvement    Meets Expectations    Exceeds Expectations
1                  2                  3                  4

Comments:

II. Establishes Learning Objectives Consistent with Student Needs
   Evaluation Criteria in this area may include:
   *Maintaining adequate relevant lesson plans,
   *adjusting lessons for various levels of interest & ability,
   *maintaining a good learning atmosphere.

Unsatisfactory    Needs Improvement    Meets Expectations    Exceeds Expectations
1                  2                  3                  4

Comments:

III. Plans and provides for Involvement in the Learning Process
   Evaluation Criteria in this area may include:
   *Organizing class to encourage students to develop group participation,
   *providing opportunities for students to develop individually,
   *assisting students to develop creative constructive behavior,
   *using combinations of democratic and autocratic teaching techniques.

Unsatisfactory    Needs Improvement    Meets Expectations    Exceeds Expectations
1                  2                  3                  4

Comments:
IV. Uses Methods to Motivate and Enable Students to Achieve Learning Objectives
   Evaluation Criteria in this area may include:
   * Varying assignments to meet student needs,
   * allowing opportunities for independent study,
   * helping students to develop work habits,
   * communicating well orally and in writing
   * presenting material with enthusiasm and
   * providing students with opportunities to use
   * without mannerisms,
   * varieties of references,
   * helping students to develop
   * using audiovisual materials properly and
   * work habits,
   * appropriately.

   Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations
   1 2 3 4

   Comments:

V. Plans & Uses Effective Evaluation & Testing Techniques to Aid in Achievement
   Evaluation Criteria in this area may include:
   * Allowing students opportunities to evaluate
   * and analyze their own work,
   * using feedback to make learning experiences,
   * consulting supervisors when needs arise,
   * using adequate grading techniques.

   Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations
   1 2 3 4

   Comments:

VI. Establishes Good Learning Environment
   Evaluation Criteria in this area may include:
   * Establishing and maintaining outlined
   * learning procedures,
   * maintaining a healthy and safe classroom,
   * controlling noise levels,
   * adjusting physical arrangements (i.e.: light, heat, etc.)

   Unsatisfactory Needs Improvement Meets Expectations Exceeds Expectations
   1 2 3 4

   Comments:
VII. **Appraises Effectiveness of Practices in Relation to Written Goals**

Evaluation Criteria in this area may include:

- Using results of lesson and unit assessments to modify program(s).
- Sharing responsibility for care of equipment and facilities.
- Carrying out extracurricular activities and supplementary assignments.
- Working to evaluate overall programs' effectiveness.
- Sharing ideas, materials, and methods with other teachers.

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Comments:

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VIII. **Cultivates an Atmosphere of Positive Relations**

Evaluation Criteria in this area may include:

- Using praise, acceptance, and humor when warranted.
- Fostering an open atmosphere to ensure freedom of expression.
- Representing discipline at meetings that apply.
- Responding to challenges and seeking aid when desirable.
- Communicating effectively with the community about school.
- Maintaining positive and supportive relations with other staff members.

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Comments:

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IX. **Identifies Areas for Growth to Maintain and Improve Effectiveness**

Evaluation Criteria in this area may include:

- Participating in conferences.
- Offering suggestions for improvement through proper channels.
- Attending and being attentive at teachers meetings.
- Participating in in-service activities constructively.
- Taking advantage of learning opportunities from staff, students, and community.

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Comments:
X. **Personal Attributes**

   Evaluation Criteria in this area may include:
   * appearance and appropriate dress, * self control,
   * student rapport, * promptness,
   * cooperation with other activities, * support of other school activities,
   * enjoying work.

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Comments:

XI. **Student Performance Data**

Evaluation Criteria in this area will be determined by the evaluating administrator at the beginning of the evaluation period.

XII. **Evaluator’s Additional Comments:**
XIII. **Evalutee’s Comments:**
(Evalutee has the right to express comments below to be retained on this form.)

Teacher’s signature does not necessarily indicate agreement to the contents, but signifies a conference was held and a copy furnished to the teacher.

___________________________    ____________
Teacher’s Signature                    Date

____________________________   ____________
Principal                                Date