



**2015-2016 Academic Year
Performance Review & Development Teacher Formal Evaluation**

Date: _____

EVALUATION # ____

Review period from _____ to _____
Teacher name _____
Subject Area _____
Grade level (s) _____
Position Title _____

POSITION PURPOSE

As an instructor, _____ serves as a _____ teacher in the classroom for grades _____. _____ is expected to teach the required objectives in the area of _____; motivate and encourage students to achieve academic success.

JOB RESPONSIBILITIES/GOALS

1. Teacher Performance: Teacher is expected to develop a workable relationship with students, have a well-managed classroom, prepared accordingly, and be proficient in his/her instruction area.
 2. Personal Qualities and Competencies: Teacher is expected to have a workable relationship with colleagues, administration, school volunteers, and parent; conduct himself/herself in a professional manner at all times; present himself/herself as a professional in dress and in personal appearance; possess competencies necessary to effectively teach students in the classroom; as well as, participate in training and teacher meetings applicable to advancement in the area of education.
 3. Professional Responsibilities: Teacher is expected to teach assigned classes and to perform duties outside the classroom (all school supervision, attending meetings and school functions) in a proficient manner.
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SIGNATURE OF EMPLOYEE FOR EXPLANATION OF EMPLOYMENT

Teacher

Date

Administrator

Date

EXPLANATION OF RATING SCALE

Teacher: _____

Date: _____

Subject Area: _____

Grade Level: _____

RATING SCALE

The attached rating sheets are designed for the administrative staff to evaluate the overall performance of the faculty.

- 4 *Highly Effective*
- 3 *Effective*
- 2 *Minimally Effective*
- 1 *Ineffective*

SIGNATURE OF EMPLOYEE MEASUREMENT-AWARENESS

As an instructor, I acknowledge that I was told in advance about my formal evaluation and had adequate time to plan, ask questions, and request any additional training and/or materials necessary to effectively teach for my formal evaluation. I also understand the rating scale of the formal teacher evaluation.

Teacher

Date

I. TEACHER PERFORMANCE

A. Relationship with students

Total _____

Establishes a friendly and helpful, but professional, teacher-pupil relationship	1	2	3	4
Gains pupil confidence and respect by empathic understanding and fairness	1	2	3	4
Offers suggestions and criticism tactfully	1	2	3	4
Secures pupil cooperation in planning and evaluation of participation	1	2	3	4
Seeks parents' help and cooperation in understanding the student	1	2	3	4
Avoids the use of slang and inappropriate language and phrases	1	2	3	4
Uses positive reinforcement while demonstrating a high degree of respect	1	2	3	4
Honestly cares for each student's emotional and academic welfare	1	2	3	4

B. Classroom Management

Total _____

Shows concern for the physical environment	1	2	3	4
Maintains good standards of housekeeping	1	2	3	4
Follows all school requirements for classroom management	1	2	3	4
Helps students acquire good habits; work and study	1	2	3	4
Handles behavior problems individually when possible; anticipates friction and guards against it.	1	2	3	4
Is proactive and positive with interventions	1	2	3	4
Makes certain that the students know what is expected of them	1	2	3	4
Keeps the atmosphere of the room free from hurry and tenseness	1	2	3	4
Helps and requires students to use equipment and supplies efficiently	1	2	3	4
Takes responsibility for creating safe and appropriate student conduct in halls, school areas and outside	1	2	3	4
Effectively plans classes and does not have to leave the room frequently	1	2	3	4
Willingly gives extra help or instruction to an individual student	1	2	3	4
Provides creative strategies, techniques, and modifications for students with learning and/or emotional disabilities	1	2	3	4

C. Proficiency in Instruction

Total _____

Makes adequate plans; uses a variety of teaching activities	1	2	3	4
Adjusts plans to meet unusual or difficult situations	1	2	3	4
Arouses and holds student interests; stimulates critical thinking	1	2	3	4
Helps students relate new ideas to previous learning	1	2	3	4
Has instructional materials ready for use when needed	1	2	3	4
Makes wide use of texts and classroom kits	1	2	3	4
Properly uses supplementary books; reference materials, and audio-visual material, when it is an advantage to do so	1	2	3	4
Prepares instructional aids when they will increase teaching efficiency	1	2	3	4
Provides for the needs of individual pupils by differentiating assignments to meet the needs of students with different learning styles	1	2	3	4
Makes assignments clear; provides definite direction for study	1	2	3	4
Makes smooth transitions from one activity to another	1	2	3	4
Uses a variety of evaluation techniques	1	2	3	4
Uses tests as a guide to teaching as well as a stimulus to learning	1	2	3	4
Holds students to reasonable standards of achievement	1	2	3	4
Expects neatness and accuracy in all written work	1	2	3	4

II. PERSONAL QUALITIES AND COMPETENCIES

A. *Appearance and Manner*

Total _____

Dresses Appropriately	1	2	3	4
Is well-groomed	1	2	3	4
Is well poised and self confident; not easily upset	1	2	3	4
Is cheerful, friendly, and considerate	1	2	3	4
Genuinely interested; enthusiastic	1	2	3	4
Voice; clear, pleasant, well-modulated	1	2	3	4
Abundant energy and vitality	1	2	3	4

B. *Professional Competency*

Total _____

Possesses adequate subject matter background	1	2	3	4
Uses proper English in everyday conversation	1	2	3	4
Uses proper English and correct spelling in written discourse; communicates ideas clearly and checks for understanding	1	2	3	4
Has the manuscript and cursive writing skills that are needed	1	2	3	4
Creative and resourceful; has a strong desire to learn and implement constructive changes in the classroom	1	2	3	4
Interested in acquiring new skills and understanding through professional growth as a result of workshops, professional organizations, courses, and personal research	1	2	3	4
Constantly reviews and implements the goals and objectives of subject matter	1	2	3	4
Meets accreditation standards	1	2	3	4

1. With Administration				
a. Establishes rapport quickly	1	2	3	4
b. Seeks suggestions; welcomes constructive criticism, makes changes rapidly	1	2	3	4
c. Find ways to be helpful and cooperative	1	2	3	4
d. Accepts responsibility cheerfully	1	2	3	4
e. Conforms quickly and efficiently to regulations and requests	1	2	3	4
f. Attends all meetings required of teachers; participates in them	1	2	3	4
g. Meets deadlines set by administration	1	2	3	4
2. With Colleagues and other staff				
a. Establishes rapport quickly	1	2	3	4
b. Is well liked by members of the group	1	2	3	4
c. Honestly tries to like the other members of the group	1	2	3	4
d. Extends a helping hand to any people or areas of the school when needed	1	2	3	4
e. Goes beyond the required limits in cooperating with the group	1	2	3	4
f. Is tolerant of others, even when disagreeing	1	2	3	4
g. Happy in working situation	1	2	3	4
3. With Parents				
a. Establishes rapport quickly	1	2	3	4
b. Seeks suggestions; welcomes constructive criticism, makes changes accordingly.	1	2	3	4
d. Accepts responsibility cheerfully for misunderstandings and/or miscommunication	1	2	3	4
e. Available at the request of a parent during conference period	1	2	3	4
i. Goes beyond the required limits in helping and cooperating with parents	1	2	3	4
j. Is tolerant of parents, even when disagreeing on issues pertaining to the classroom, and/or his/he student	1	2	3	4

Evaluation Checklist for Requested Documents/Materials/Duties

<i>Documents/Materials/Duties</i>	<i>Y or N</i>	<i>#</i>
I. Disciplinary Recommendations	_____	_____
II. Parent Complaints	_____	_____
III. Daily School Attendance (including meetings)	_____	_____
IV. Administrative Documentations/Warnings	_____	_____
V. Infinite Campus usage	_____	_____
VI. Available and Acceptable Lesson Plans	_____	_____
VII. Club & Extra Curricular Activities	_____	_____
VIII. Posted Rules and Consequences	_____	_____

Commendations/ Recommendations

ACKNOWLEDGMENTS OF PARTICIPATIONS

Principal _____

Date _____

EMPLOYEE COMMENTS (Freely express your views on the completeness of the review in this designated area and/or include an attach)

Teacher _____

Date: _____

Position/Title

NOTE: Employee signature indicates that the review has been discussed with the reviewer.