

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 both group and individual testing,
- *utilizing previous student assessment data.
- *using parent-teacher conferences or contacts,
- *consulting colleagues and supervisors,

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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Comments:

II. Establishes Learning Objectives Consistent with Student Needs

Evaluation Criteria in this area may include:

- *Maintaining adequate relevant lesson plans,
- *maintaining a good learning atmosphere.
- *adjusting lessons for various levels of interest & ability,

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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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,
- *assisting students to develop creative constructive behavior,
- *providing opportunities for students to develop individually,
- *using combinations of democratic and autocratic teaching techniques.

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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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,
- *helping students to develop work habits,
- *presenting material with enthusiasm and without mannerisms,
- *using audiovisual materials properly and appropriately.
- *allowing opportunities for independent study,
- *communicating well orally and in writing
- *providing students with opportunities to use varieties of references,

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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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 adequate grading techniques.
- *using feedback to make learning experiences,
- *consulting supervisors when needs arise,

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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Comments:

VI. Establishes Good Learning Environment

Evaluation Criteria in this area may include:

- *establishing and maintaining outlined learning procedures,
- *controlling noise levels.
- *maintaining a healthy and safe classroom,
- *adjusting physical arrangements (i.e.: light, heat, etc.)

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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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,

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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Comments:

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 community about school,
- *maintaining positive and supportive relations with other staff members.

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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Comments:

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.

Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4
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Comments:

X. Personal Attributes

Evaluation Criteria in this area may include:

- *appearance and appropriate dress,
- *student rapport,
- *cooperation with other activities,
- *enjoying work.
- *self control,
- * promptness,
- *support of other school activities,

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
1	2	3	4

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. Evaluatee's Comments:

(Evaluatee 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