

TEACHER EVALUATION PLAN

District Teacher Evaluation Schedule

Teacher's Self Evaluation Form

Goal Setting/Achievement Plan Sheet

Evaluation of Instructional Personnel

Classroom Observation Plan (completed by teacher)

Observation Narrative and Summative Evaluation Form

Student Opinion Survey (optional)

To be provided or approved by building administrator

Special Education:

Special Programs Evaluation Form

Resource Room Evaluation Form

Ancillary Personnel Evaluation Form

## District Teacher Evaluation Schedule

- August/September
- A. Faculty meeting presentation, explanation and discussion
  - B. Administrators meet with individual teachers to explain all phases of teacher evaluation
    - 1. Evaluation of Instructional Personnel
      - a. Teacher-completed goals/self-evaluation (optional)
      - b. Teacher-completed observation plan
      - c. Formal Classroom observation
      - d. Review and summation of observation
    - 2. Special Education Evaluations
      - a. Special Programs
      - b. Resource Rooms
      - c. Ancillary Personnel
- September – April
- C. Schedule of Evaluation
    - 1. All evaluation phases to be completed by May 1<sup>st</sup>
    - 2. At least one classroom observation for non-tenured teachers
    - 3. At least two classroom observations for non-tenured teachers, the first to be completed before December 1<sup>st</sup>.
- May 1<sup>st</sup>
- 4. Summative evaluations include both formal and informal observations regarding the teacher's role in the school, including classroom management, instructional techniques, classroom appearance, learning environment, deportment, personal appearance, and a variety of non-instructional activities included in teacher's responsibilities.

## Teacher's Self Evaluation

Areas of Evaluation:

**1. Achievement of Instructional Objectives:**

- a. Adheres to stated curricular objectives
- b. Informs students of progress/grade status

**2. Preparation and Planning:**

- a. Daily/Weekly and long-term planning evident and available
- b. Uses appropriate instructional materials

**3. Classroom Performance** (addressed mainly through narration of formal observation)

- a. Addresses instructional objectives (introduction, purpose, etc.)
- b. Presents information in a variety of modalities A/V, hands on, discussion, lecture, etc.
- c. Models correct behaviors/steps to acceptable performance and/or skill development
- d. Checks for students understanding
- e. Provides guided group practice
- f. Provides independent practice with appropriate reinforcement and reteaching

**4. General Professional Skills:**

- a. Maintains appropriate professional relations and communications with:
  - 1. Students
    - a. Corrects appropriately
    - b. Demonstrates a caring attitude
    - c. Provides for individual needs
    - d. Receptive to requests for assistance
    - e. Maintains confidentiality
    - f. Maintains appropriate discipline
  - 2. Parents
    - a. Initiates parental contacts in a timely manner
    - b. Demonstrates courtesy and respect
  - 3. Staff Members
    - a. Maintains courteous relationship with all school personnel
    - b. Cooperates and collaborates with all staff members

	Performance Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Significantly Exceeds Expectations
a. Adheres to stated curricular objectives	_____	_____	_____	_____	_____
b. Informs students of progress/grade status	_____	_____	_____	_____	_____
a. Daily/Weekly and long-term planning evident and available	_____	_____	_____	_____	_____
b. Uses appropriate instructional materials	_____	_____	_____	_____	_____
a. Addresses instructional objectives (introduction, purpose, etc.)	_____	_____	_____	_____	_____
b. Presents information in a variety of modalities A/V, hands on, discussion, lecture, etc.	_____	_____	_____	_____	_____
c. Models correct behaviors/steps to acceptable performance and/or skill development	_____	_____	_____	_____	_____
d. Checks for students understanding	_____	_____	_____	_____	_____
e. Provides guided group practice	_____	_____	_____	_____	_____
f. Provides independent practice with appropriate reinforcement and reteaching	_____	_____	_____	_____	_____
a. Maintains appropriate professional relations and communications with:					
1. Students					
a. Corrects appropriately	_____	_____	_____	_____	_____
b. Demonstrates a caring attitude	_____	_____	_____	_____	_____
c. Provides for individual needs	_____	_____	_____	_____	_____
d. Receptive to requests for assistance	_____	_____	_____	_____	_____
e. Maintains confidentiality	_____	_____	_____	_____	_____
f. Maintains appropriate discipline	_____	_____	_____	_____	_____
2. Parents					
a. Initiates parental contacts in a timely manner	_____	_____	_____	_____	_____
b. Demonstrates courtesy and respect	_____	_____	_____	_____	_____
3. Staff Members					
a. Maintains courteous relationship with all school personnel	_____	_____	_____	_____	_____
b. Cooperates and collaborates with all staff members	_____	_____	_____	_____	_____

**4. General Professional Skills, continued:**

	Performance Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Significantly Exceeds Expectations
4. Administration					
a. Addresses concerns with appropriate supervisor	_____	_____	_____	_____	_____
b. Refrains from criticism/gossip	_____	_____	_____	_____	_____
b. Provides non-classroom supervision	_____	_____	_____	_____	_____
c. Maintains accurate records	_____	_____	_____	_____	_____
d. Follows state, district & school policies	_____	_____	_____	_____	_____
e. Responds to requests for information	_____	_____	_____	_____	_____
f. Responds positively to suggestions for improvement	_____	_____	_____	_____	_____
g. Classroom appearance promotes a positive learning environment	_____	_____	_____	_____	_____
h. Participates in inservice opportunities	_____	_____	_____	_____	_____
i. Punctuality and Attendance					
1. Maintains prescribed contract day, including faculty meetings, parent conferences, and child study team meetings	_____	_____	_____	_____	_____
2. Starts class on time	_____	_____	_____	_____	_____
j. Originates and cooperates with efforts to coordinate and improve curriculum	_____	_____	_____	_____	_____

**Evaluation Summary:**

\_\_\_\_\_ Teacher's Self Evaluation Completed  
 \_\_\_\_\_ Teacher's Goal/Achievement Completed

Unacceptable Performance	Performance Needs Improvement	Meets Expectations	Exceeds Expectations	Significantly Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Notes: \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This self-evaluation is private, and is intended only to prepare teachers for summative evaluation by the same criteria. In the event of disagreement, teachers may submit a written response to the summative evaluation within ten (10) working days from the date on which the report is received.





Shelley School District No. 60  
Evaluation of Instructional Personnel

Instructor's Name: \_\_\_\_\_

Observation Date(s): \_\_\_\_\_ Conference Date: \_\_\_\_\_

School/Department \_\_\_\_\_

Grade/School Taught: \_\_\_\_\_ Years in District: \_\_\_\_\_

(Evaluations are made on both formal and informal visits)

Narrative Report of Direct Observation by: \_\_\_\_\_ Date: \_\_\_\_\_

Observer's title: \_\_\_\_\_

(This report addresses the completion of the teacher's stated objectives, the functionality of instructional techniques, and the students' responding behavior. It may also evaluate or comment on a variety of observed behaviors regarding the teacher's role in the school. These may include classroom management, classroom appearance/climate, personal deportment/appearance, students' comments, and a variety of non-instructional activities included in teachers' responsibilities.)

## Summative Evaluation

Areas of Evaluation:

**1. Achievement of Instructional Objectives:**

- k. Adheres to stated curricular objectives
- l. Informs students of progress/grade status

**2. Preparation and Planning:**

- a. Daily/Weekly and long-term planning evident and available
- b. Uses appropriate instructional materials

**3. Classroom Performance** (addressed mainly through narration of formal observation)

- a. Addresses instructional objectives (introduction, purpose, etc.)
- b. Presents information in a variety of modalities A/V, hands on, discussion, lecture, etc.
- c. Models correct behaviors/steps to acceptable performance and/or skill development
- d. Checks for students understanding
- e. Provides guided group practice
- f. Provides independent practice with appropriate reinforcement and reteaching

**4. General Professional Skills:**

- a. Maintains appropriate professional relations and communications with:
  - 1. Students
    - c. Corrects appropriately
    - d. Demonstrates a caring attitude
    - e. Provides for individual needs
    - f. Receptive to requests for assistance
    - g. Maintains confidentiality
    - h. Maintains appropriate discipline
  - 2. Parents
    - a. Initiates parental contacts in a timely manner
    - b. Demonstrates courtesy and respect
  - 3. Staff Members
    - a. Maintains courteous relationship with all school personnel
    - b. Cooperates and collaborates with all staff members

	Performance Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Significantly Exceeds Expectations
k. Adheres to stated curricular objectives	_____	_____	_____	_____	_____
l. Informs students of progress/grade status	_____	_____	_____	_____	_____
a. Daily/Weekly and long-term planning evident and available	_____	_____	_____	_____	_____
b. Uses appropriate instructional materials	_____	_____	_____	_____	_____
a. Addresses instructional objectives (introduction, purpose, etc.)	_____	_____	_____	_____	_____
b. Presents information in a variety of modalities A/V, hands on, discussion, lecture, etc.	_____	_____	_____	_____	_____
c. Models correct behaviors/steps to acceptable performance and/or skill development	_____	_____	_____	_____	_____
d. Checks for students understanding	_____	_____	_____	_____	_____
e. Provides guided group practice	_____	_____	_____	_____	_____
f. Provides independent practice with appropriate reinforcement and reteaching	_____	_____	_____	_____	_____
c. Corrects appropriately	_____	_____	_____	_____	_____
d. Demonstrates a caring attitude	_____	_____	_____	_____	_____
e. Provides for individual needs	_____	_____	_____	_____	_____
f. Receptive to requests for assistance	_____	_____	_____	_____	_____
g. Maintains confidentiality	_____	_____	_____	_____	_____
h. Maintains appropriate discipline	_____	_____	_____	_____	_____
a. Initiates parental contacts in a timely manner	_____	_____	_____	_____	_____
b. Demonstrates courtesy and respect	_____	_____	_____	_____	_____
a. Maintains courteous relationship with all school personnel	_____	_____	_____	_____	_____
b. Cooperates and collaborates with all staff members	_____	_____	_____	_____	_____

**4. General Professional Skills, continued:**

	Performance Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Significantly Exceeds Expectations
4. Administration					
a. Addresses concerns with appropriate supervisor	_____	_____	_____	_____	_____
b. Refrains from criticism/gossip	_____	_____	_____	_____	_____
b. Provides non-classroom supervision	_____	_____	_____	_____	_____
c. Maintains accurate records	_____	_____	_____	_____	_____
d. Follows state, district & school policies	_____	_____	_____	_____	_____
e. Responds to requests for information	_____	_____	_____	_____	_____
f. Responds positively to suggestions for improvement	_____	_____	_____	_____	_____
g. Classroom appearance promotes a positive learning environment	_____	_____	_____	_____	_____
h. Participates in inservice opportunities	_____	_____	_____	_____	_____
i. Punctuality and Attendance					
1. Maintains prescribed contract day, including faculty meetings, parent conferences, and child study team meetings	_____	_____	_____	_____	_____
2. Starts class on time	_____	_____	_____	_____	_____
j. Originates and cooperates with efforts to coordinate and improve curriculum	_____	_____	_____	_____	_____

Evaluation Summary:

\_\_\_\_\_ Teacher's Self Evaluation Completed  
 \_\_\_\_\_ Teacher's Goal/Achievement Completed

Unacceptable Performance	Performance Needs Improvement	Meets Expectations	Exceeds Expectations	Significantly Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Notes: \_\_\_\_\_  
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\_\_\_\_\_  
 Administrator

I have received a copy of this evaluation. My signature does not necessarily indicate agreement. I understand that I may attach a written response within ten (10) working days from the date on which the report is received.

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Date