

# TEACHER EVALUATION REPORT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Assignment: \_\_\_\_\_

Center: First Year ( ) Continuing ( )



|                                                                                                                                                                                                 | E | M | N |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <b>1. Engages and Supports All Students in Learning</b>                                                                                                                                         |   |   |   |
| • Addresses a variety of learning styles and modalities that are appropriate to the lesson and student population.                                                                              |   |   |   |
| • Uses a variety of teaching strategies/resources (e.g. cooperative learning, student presentations, technology, questioning, instructional media, etc.) to respond to students' diverse needs. |   |   |   |
| • Uses innovative techniques and technologies to motivate student learning and maximize retention; is enthusiastic.                                                                             |   |   |   |
| • Promotes active student participation.                                                                                                                                                        |   |   |   |
| • Encourages students to pursue further learning opportunities.                                                                                                                                 |   |   |   |
| <b>2. Creates and Maintains Effective Environments</b>                                                                                                                                          |   |   |   |
| • Begins class promptly at the prescribed hour and teaches the fully assigned time.                                                                                                             |   |   |   |
| • Provides positive feedback and reinforcement.                                                                                                                                                 |   |   |   |
| • Provides a learning environment where students feel welcome, valued, and respected.                                                                                                           |   |   |   |
| • Employs techniques to improve attendance and maintain interest level of students (phone calls, postcards).                                                                                    |   |   |   |
| • Demonstrates fairness and flexibility.                                                                                                                                                        |   |   |   |
| • Maintains appropriate classroom control.                                                                                                                                                      |   |   |   |
| • Leaves classroom clean and orderly after use.                                                                                                                                                 |   |   |   |
| <b>3. Understands and Organizes Subject Matter for Student Learning</b>                                                                                                                         |   |   |   |
| • Demonstrates accurate and current knowledge of subject matter through website research, professional journals, and/or networking groups.                                                      |   |   |   |
| • Models learning for students by demonstrating procedures when appropriate.                                                                                                                    |   |   |   |
| • Makes efficient use of time.                                                                                                                                                                  |   |   |   |
| <b>4. Plans and Designs Learning Experiences for All Students</b>                                                                                                                               |   |   |   |
| • Uses course outline to plan instruction.                                                                                                                                                      |   |   |   |
| • Develops a clear lesson plan with activities that are appropriate to student needs.                                                                                                           |   |   |   |
| • Provides course content information and classroom management guidelines for students.                                                                                                         |   |   |   |
| • States goals and objectives clearly and assigns tasks to support them.                                                                                                                        |   |   |   |
| • Demonstrates sensitivity to student diversity and respect, and acceptance for individual differences.                                                                                         |   |   |   |
| • Integrates appropriate technology into lesson planning and instruction.                                                                                                                       |   |   |   |

**E**=Exceeds District Standards

**N** = Needs Improvement (Requires Comment)

**M** = Meets District Standards

|                                                                                                                         |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>5. Assesses Student Learning</b>                                                                                     |  |  |  |
| • Monitors student performance continuously.                                                                            |  |  |  |
| • Allows adequate time for student questions and answers.                                                               |  |  |  |
| • Demonstrates effective listening and communication skills.                                                            |  |  |  |
| • Uses a variety of ways to check for student understanding, i.e. questioning strategies, questioning performance, etc. |  |  |  |
| • Uses multiple assessment methods.                                                                                     |  |  |  |
| • Uses assessment to guide instruction.                                                                                 |  |  |  |
| • Provides timely feedback on student performance.                                                                      |  |  |  |
| <b>6. Develops as Professional Educator</b>                                                                             |  |  |  |
| • Attends and participates in staff, district, and professional development meetings.                                   |  |  |  |
| • Demonstrates professional conduct and appearance to be a role model for students.                                     |  |  |  |
| • Properly and accurately submits enrollment, attendance, and other required records.                                   |  |  |  |
| • Supports all site and district policies including no smoking at campus facilities and no drugs or alcohol on campus.  |  |  |  |
| • Interacts in a positive manner with students, teachers, administrators, and community.                                |  |  |  |
| • Demonstrates a positive attitude about the adult education program, facilities, staff, and students.                  |  |  |  |
| • Provides materials and lesson plans for substitute teachers.                                                          |  |  |  |

COMMENTS:

|                                                                                                                                                                                                                                                                     |                                |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|
| *I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement with the ratings and that I have the right to attach my comments to this report before it is entered into my Personnel Department Record. |                                |                    |
| Teacher comments attached? ____ Yes ____ No                                                                                                                                                                                                                         |                                |                    |
| *Teacher Signature                                                                                                                                                                                                                                                  | Evaluator's Signature          | Title<br>Principal |
| Date of conference with teacher                                                                                                                                                                                                                                     | Approved by Principal/Director | Date               |

Original: School

Copies to: District, Employee

REV: 8/08

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