

SOUTHEAST FOUNTAIN SCHOOL CORPORATION
744 East U.S. Highway 136
Veedersburg, Indiana 47987

TEACHER EVALUATION FORM

Part I Evaluation includes informal and formal observations by an administrator.

The Purposes of Evaluation are:

- a.) To ensure continual improvement of instructional practices, classroom management, and professional growth.
- b.) To provide communication between teachers and administrators concerning:
 - Strengths and commendable efforts.
 - Identified weaknesses and plans for improvements.
 - The documentation for possible termination.

Part II Evaluation Cycle

1. 1st year teacher will be formally evaluated one time each semester. The formal evaluation process will include two Formal Evaluations (checklist and narrative), a minimum of four observations, a Self Evaluation, a Peer Observation, and a conference with the administrator.
2. The 2nd year teacher will be formally evaluated one time each semester. The formal evaluation process will include two Formal Evaluations (checklist and narrative), a minimum of two observations, a Self Evaluation, a Peer Observation, and a conference with the administrator.
3. The 3rd, 4th, and 5th year teacher will be formally evaluated one time each year. The formal evaluation process will include one Formal Evaluation (checklist and narrative), a minimum of two observations, a Self Evaluation, a Peer Observation, and a conference with the administrator.
4. The permanent teacher (6 years and up) will be evaluated on a three-year cycle.
 - Cycle 1: The teacher will be formally evaluated one time a year. The formal evaluation will include the formal evaluation (checklist and narrative), a minimum of one observation, a Self Evaluation, a Peer Observation, and a conference with the administrator.
 - Cycle 2: The teacher will complete a Self Evaluation and a Peer Observation. These will be completed in written form and submitted to the principal to be included in the teacher's personnel file.
 - Cycle 3: The same as Cycle 2.

FORMAL EVALUATION

Teachers name _____ Date _____

Subject Area/Grade Level _____ Years of exp. _____

Please rate each of the following characteristics by placing an “Y” if Yes, or an “N” if No. A No indicates that this proficiency is not consistently demonstrated. Comments and suggestions for improvement and commendations may be given for those marked “Y”, and must be given for those marked “N”.

I. INSTRUCTION AND PREPARATION

- ___ Plans and prepares daily lessons
- ___ Uses a variety of instructional strategies
- ___ Actively involves students in learning
- ___ Bases instruction on established state standards
- ___ Monitors student achievement and progress
- ___ Materials are prepared and class lists available for substitute teachers
- ___ Provides appropriate reteaching to students not mastering the skill
- ___ Provides appropriate challenging and enrichment activities for students demonstrating mastery of the skill
- ___ Use a variety of questioning techniques correlating with the objectives of the lesson and enhancing critical thinking skills
- ___ Provides timely written and oral feedback to students
- ___ Goals and expectations are clearly presented to students
- ___ Displays knowledge of subject matter
- ___ Uses a variety of assessment tools

COMMENTS:

II. CLASSROOM ENVIRONMENT AND MANAGEMENT

- ___ Classroom management plan or classroom rules are posted
- ___ The classroom rules are fairly and consistently enforced
- ___ The classroom procedures are developed and followed
- ___ The teacher is organized for instruction and record keeping
- ___ Student time on task is maximized
- ___ Mutual respect is fostered among all students and staff in the
classroom
- ___ Establishes a leaning environment that meets the individual needs of
learners
- ___ Actively monitors student participation by moving throughout the
classroom
- ___ Defines goals and expectations for student behavior

COMMENTS:

III. PROFESSIONAL TRAITS

A. Communication

- ___ Communicates effectively with parents
- ___ Communicates and collaborates effectively with staff
- ___ Communicates effectively with students

B. Appearance/Demeanor

- _____ Dresses appropriately for the situation
- _____ Exhibits enthusiasm and interest in teaching and learning
- _____ Models appropriate behavior/ language

C. Policies/Procedures

- _____ Complies with building policies
- _____ Complies with corporation policies
- _____ Is punctual
- _____ Completes tasks, reports, and records in a timely fashion

COMMENTS:

OVERALL IMPRESSION:

SIGNATURES:

Administrator

Date

Teacher

Date

SELF EVALUATION

Teachers name _____ Date _____

Subject Area/Grade Level _____ Years of exp. _____

A goal or goals should be written for at least 1 of the 3 categories. Nonpermanent, semi-permanent, or a permanent teacher on the Formal Evaluation cycle must discuss goals with the administrator and have them approved. A permanent teacher on the 2nd or 3rd cycle must submit goals in writing to the administration for placement in the personnel file. The administrator may request a conference to discuss the goals at anytime.

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