

TEACHER SUMMATIVE EVALUATION FORM (6-17-02)

Name: _____ School: _____

Grade: _____ Subjects Taught: _____

Additional Assignments to be Evaluated: _____

Evaluator: _____

EMPLOYEE STATUS

1st year Non-Tenure
 2nd Year Non-Tenure
 3rd Year Non-Tenure
 4th Year Non-Tenure
 Tenure

EVALUATION SEQUENCES

Informal observations will continue throughout the school year. The evaluator will make formal observations of at least the number and length specified in the contract.

Date of pre-observation conference	Date of observation	Length of visit	Type of class	Date of post-observation conference

EVALUATION OUTCOME

_____ SUMMATIVE EVALUATION CONFERENCE _____
 (Date) (Initials/Evaluator & Staff Member)

OVERALL PERFORMANCE RATING (Tenured Staff Only)

Meets/Exceeds District Expectations
 Does Not Meet District Expectations

EVALUATION STRAND

Informal Collaborative
 Formal Structured
 Non-Tenure

DATE OF NEXT EVALUATION

Next Year Two Year Cycle

If on Remediation:

_____ Date Initiated _____ Expected Date of Completion _____ Date Completed

SIGNATURES:

Evaluator (Date)

Teacher (Date)
[Within 10 Working Days]

Comments Attached _____ Yes _____ No

Standards

EXCEEDS DISTRICT EXPECTATIONS

- **Consistently demonstrates** proficiency in meeting district expectations.
- Has a positive effect upon students.
- Pursues and applies professional growth.

MEETS DISTRICT EXPECTATIONS

The teacher:

- Demonstrates a proficiency in meeting most district expectations
- Has a positive effect upon students.
- **Demonstrates a proficiency in meeting district expectations although there are opportunities for growth.**

DOES NOT MEET DISTRICT EXPECTATIONS

The teacher:

- Demonstrates performance below expectations with regard to district expectations.
- Needs to improve, correct, change, or eliminate the performance below expectations through a mutually developed goal setting plan.

Process

The statements reflected in the **NARRATIVE TEACHER EVALUATION** are the result of formal and informal observations, goal setting activities, conferences, and conversations during the evaluation cycle. They reflect review of planning materials, communications, and other materials shared with me.

EXPECTATIONS OUTLINED IN THE JOB DESCRIPTION

- **Personal/Professional Growth/Competence**
- **Planning and Instructional Methods**
- **Classroom Management**
- **Collaborative Worker**
- **Learning Environment**

Personal/Professional Growth/Competence

The District 108 Personal/Professional Growth/Competence expectation focuses upon sustained efforts to develop new skills through continuing education. Sustained personal/professional growth efforts may include Professional Development Academy courses, workshops, independent study, district and building committees, and advanced degree coursework.

Developing personal/professional growth and competencies includes but is not limited to sustained efforts such as committing to professional growth, participating in professional development experiences and applying new learnings, and supporting continuous improvement in the classroom, school and district.

Exceeds:

Meets:

Does Not Meet:

Planning and Instructional Methods

The District 108 Planning and Instructional Methods expectation focuses upon implementation of the district curriculum through meaningful classroom experiences utilizing available resources. Meaningful classroom experiences may include child-centered instruction that meets the needs of all learners through implementation of the District curriculum.

Meaningful, child-centered instruction and planning includes but is not limited to sustained efforts such as facilitating student learning, creating opportunities for using knowledge and transferring that learning to their own lives, utilizing the state standards and district grade level objectives and learning expectations supporting student achievement, developing multiple assessment, using results to improve student learning, and using a wide range of instructional strategies.

Exceeds:

Meets:

Does Not Meet:

Classroom Management

The District 108 Classroom Management expectation focuses upon planning for and utilizing available human, financial, and physical resources to enhance learning. Successful management reflects appropriate preparation, organization, and communication.

Successful classroom management includes but is not limited to sustained efforts such as capturing the interest of students and effectively maximizing learning time, engaging and motivating students to be responsible learners, and clearly communicating expectations to parents and students.

Exceeds:

Meets:

Does Not Meet:

Collaborative Worker

The District 108 Collaborative Worker expectation focuses upon making positive contributions to building and district initiatives. The collaborative worker contributes in a positive way by being flexible, responsive, and supportive to the needs of the students, building, and district.

Being a collaborative worker includes but is not limited to sustained efforts such as working collaboratively with other educators, parents and students, practicing skills of leadership in a site-based, shared-decision making culture, being flexible and supportive to the school and district mission, and developing collaborative networks within the school, district and community.

Exceeds:

Meets:

Does Not Meet:

Learning Environment

The District 108 Learning environment expectation focuses upon establishing and maintaining a productive environment responsive to needs of the learner. A productive learning environment is accepting, encouraging, and motivating to the learner.

Establishing and maintaining a productive learning environment includes but is not limited to sustained efforts such as maintaining a classroom environment that nurtures students' achievement to high expectations, adjusting instructional practices based upon students' knowledge, interests and environment, using innovative techniques, tools, and strategies that support an engaged learning environment, and providing opportunities for cooperative, critical and creative thinking.

Exceeds:

Meets:

Does Not Meet:

Staff Goal Attainment Report for _____

Name

Year

Statement of Goal:

Activities Completed:

Activities Yet to Be Completed with Timeline:

Commendations or suggestions related to Goal Attainment:

IDEAS FOR GOAL(S) _____ :
(Year)