

# SCHOOL DISTRICT OF PUTNAM COUNTY

(Please note that effective on our assessment is equivalent to satisfactory)

## INSTRUCTIONAL EMPLOYEE

### PERFORMANCE APPRAISAL SUMMARY

Name \_\_\_\_\_ Position \_\_\_\_\_

Employee # \_\_\_\_\_ Course Code Number \_\_\_\_\_

School/Dept. \_\_\_\_\_ School Year \_\_\_\_\_

#### 1. PLANNING/PREPARATION

Unsatisfactory - 0    Needs Improvement - 2.5    Effective - 5    Highly Effective - 6    Exemplary - 7

#### 2. CLASSROOM MANAGEMENT

Unsatisfactory - 0    Needs Improvement - 2.5    Effective - 5    Highly Effective - 6    Exemplary - 7

#### 3. ASSESSMENT/EVALUATION

Unsatisfactory - 0    Needs Improvement - 2    Effective - 4    Highly Effective - 5    Exemplary - 6

#### 4. INTERVENTION/DIRECT SERVICES

Unsatisfactory - 0    Needs Improvement - 3    Effective - 6    Highly Effective - 8    Exemplary - 10

#### 5. TECHNOLOGY

Unsatisfactory - 0    Needs Improvement - 2    Effective - 4    Highly Effective - 5    Exemplary - 6

#### 6. COLLABORATION

Unsatisfactory - 0    Needs Improvement - 1.5    Effective - 3    Highly Effective - 4    Exemplary - 5

#### 7. STAFF DEVELOPMENT

Unsatisfactory - 0    Needs Improvement - 1.5    Effective - 3    Highly Effective - 4    Exemplary - 5

#### 8. PROFESSIONAL RESPONSIBILITIES

Unsatisfactory - 0    Needs Improvement - 1    Effective - 2    Highly Effective - 3    Exemplary - 4

#### 9. STUDENT GROWTH AND ACHIEVEMENT

##### Classroom Teacher

Unsatisfactory - 10    Needs Improvement - 20    Effective - 30    Highly Effective - 40    Exemplary - 50

##### School- and District-wide Teachers

Unsatisfactory - 5    Needs Improvement - 10    Effective - 15    Highly Effective - 20    Exemplary - 25

Unsatisfactory - 5    Needs Improvement - 10    Effective - 15    Highly Effective - 20    Exemplary - 25

\_\_\_\_ Unsatisfactory 10-15                      \_\_\_\_ Needs Improvement 20-25                      \_\_\_\_ Effective 30-35

\_\_\_\_ Highly Effective 40-45                      \_\_\_\_ Exemplary 50

#### OVERALL RATING

Total Score \_\_\_\_\_

Unsatisfactory 0 - 33                       Needs Improvement 34 - 59                       Effective 60 - 77

Highly Effective 78 - 93                       Exemplary 94 - 100

Comments of the Evaluatee \_\_\_\_\_

Comments of the Evaluator \_\_\_\_\_

This evaluation has been discussed with me    Yes    No

Signature of Evaluatee

Date

Signature of Evaluator

Date