

SCHOOL DISTRICT OF PUTNAM COUNTY

TEACHER

PERFORMANCE APPRAISAL

Name _____ Position _____

Employee # _____ Course Code Number _____

School/Dept. _____ School Year _____

1. PLANNING/PREPARATION

Category Definitions

- * (1) Establish long and short range plans based on student needs and District and state curriculum requirements.
- * (2) Select, develop, or modify instructional materials to enhance learning and meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- * (3) Plan and prepare work for students which is clear, compelling and engaging.
- * (4) Plan and prepare lessons and instructional delivery systems which include clear links to the school improvement plan and the District mission.
- * (5) Plan and prepare instructional strategies that contribute to a climate where students are actively engaged in meaningful learning experiences.
- * (6) Assist in preparing for changing curriculum needs and continuous improvement.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
 D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Category Score

Maximum Score - 7

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

TEACHER (Continued)

2. CLASSROOM MANAGEMENT

Category Definitions				
* (7)	Maintain a positive, organized, and safe learning environment.			
* (8)	Manage time effectively.			
* (9)	Manage materials and equipment effectively.			
* (10)	Instruct and supervise the work of volunteers and aides when assigned.			
* (11)	Establish and maintain effective and efficient record-keeping procedures.			
* (12)	Use appropriate student behavior management techniques.			
* (13)	Assist in enforcement of school rules, administrative regulations, and Board policies.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Category Score	Maximum Score - 7			
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2.5	<input type="checkbox"/> Effective - 5	<input type="checkbox"/> Highly Effective - 6	<input type="checkbox"/> Exemplary - 7

3. ASSESSMENT/EVALUATION

Category Definitions				
* (14)	Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.			
* (15)	Interpret and use data, including but not limited to standardized and other test results, for diagnosis, instructional planning, and program evaluation.			
* (16)	Carry out responsibilities for test administrators, <i>i.e.</i> , handle materials in a secure manner.			
* (17)	Seek out multiple data sources providing evidence of student growth and developmental needs. Examples include: parent interaction, collegial team interaction, and planning.			
* (18)	Maintain specific records of data collection.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score	Maximum Score - 6			
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2	<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5	<input type="checkbox"/> Exemplary - 6

TEACHER (Continued)

4. INTERVENTION/DIRECT SERVICES

Category Definitions				
* (19)	Demonstrate knowledge and understanding of curriculum content.			
* (20)	Apply principles of learning and effective teaching in instructional delivery.			
* (21)	Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.			
* (22)	Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.			
* (23)	Use appropriate materials, technology, and resources to help meet learning needs of all students.			
* (24)	Provide appropriate instruction and modification for students with special needs.			
* (25)	Provide quality work for students, focused on meaningful, relevant, and engaging learning experiences.			
* (26)	Provide a positive environment in which students are encouraged to be actively engaged in the learning process.			
* (27)	Provide instruction on safety procedures and proper handling of materials and equipment.			
* (28)	Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score		Maximum Score - 10		
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 3	<input type="checkbox"/> Effective - 6	<input type="checkbox"/> Highly Effective - 8	<input type="checkbox"/> Exemplary - 10

5. TECHNOLOGY

Category Definitions				
* (29)	Use appropriate technology in instructional delivery.			
* (30)	Use technology to establish an atmosphere of active learning.			
* (31)	Provide students with opportunities to use technology to gather and share information with others.			
* (32)	Facilitate student access to the use of electronic resources.			
* (33)	Explore and evaluate new technologies and their educational impact.			
* (34)	Use technology to review student assessment data.			
* (35)	Use technology for administrative tasks.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score		Maximum Score - 6		
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 2	<input type="checkbox"/> Effective - 4	<input type="checkbox"/> Highly Effective - 5	<input type="checkbox"/> Exemplary - 6

TEACHER (Continued)

6. COLLABORATION

Category Definitions				
* (36)	Communicate effectively, both orally and in writing, with other professionals, students, parents and community.			
* (37)	Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student standards.			
* (38)	Maintain effective communication with parents to solicit input in relation to student needs.			
* (39)	Collaborate with peers to create quality instructional environment.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score	Maximum Score - 5			
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1.5	<input type="checkbox"/> Effective - 3	<input type="checkbox"/> Highly Effective - 4	<input type="checkbox"/> Exemplary - 5

7. STAFF DEVELOPMENT

Category Definitions				
* (40)	Assist others in acquiring knowledge and understanding of particular areas of responsibility.			
* (41)	Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.			
* (42)	Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and District programs.			
* (43)	Participate in District sponsored staff development programs.			
* (44)	Manage within an organizational context a personal professional development program by setting specific goals and timetables.			
* (45)	Participate in school data collection of teacher input on principal's performance assessment program.			
Source Code (check all that apply)				
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation	<input type="checkbox"/> C. Indirect Documentation		
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided	<input type="checkbox"/> F. Confirmed Observation		
Enter Category Score	Maximum Score - 5			
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 1.5	<input type="checkbox"/> Effective - 3	<input type="checkbox"/> Highly Effective - 4	<input type="checkbox"/> Exemplary - 5

TEACHER (Continued)

8. PROFESSIONAL RESPONSIBILITIES

Category Definitions

- *(46) Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics.
- *(47) Perform and fulfill professional responsibilities.
- *(48) Support by active participation in school improvement activities, services, and programs.
- *(49) Contribute to the overall school mission by supporting various school committees and services such as PTO, School Advisory Committee, text book selection, curriculum development, student activities, and accreditation.
- *(50) Share experience and new learnings by mentoring new colleagues.
- (51) Perform other tasks consistent with the goals and objectives of this position.

Source Code (check all that apply)

- A. Behavioral Event Interview B. Direct Documentation C. Indirect Documentation
- D. Training Programs Competency Acquisition E. Evaluatee Provided F. Confirmed Observation

Enter Category Score

Maximum Score - 4

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

TEACHER (Continued)

9. STUDENT GROWTH AND ACHIEVEMENT

Category Definitions	
*(52)	Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification. Indicators may include: results from state and local criterion and norm referenced standardized tests, portfolio assessment, professional team interaction and analysis reports, student discipline records, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
*(53)	Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
Source Code (check all that apply)	
<input type="checkbox"/> A. Behavioral Event Interview	<input type="checkbox"/> B. Direct Documentation
<input type="checkbox"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Evaluatee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 50
Performance of Students (increased learning gains)	Points Earned
Top 25%	50
Top 30%	30
Top 35%	25
Top 40%	20
Top 50%	10
<input type="checkbox"/> Unsatisfactory - 10 <input type="checkbox"/> Needs Improvement - 20 <input type="checkbox"/> Effective - 30 <input type="checkbox"/> Highly Effective - 40 <input type="checkbox"/> Exemplary - 50	

TEACHER (Continued)

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: _____

RECOMMENDATION

Recommended for Annual Contract _____

Recommended for Fourth Year Contract _____

Recommended for Professional Services Contract _____

Recommended for Continuing Contract _____

Continuing Contract being recommended _____

to be returned to Annual Contract _____

Not Recommended for Re-Appointment _____

This evaluation has been discussed with me: Yes No

Signature of Evaluatee

Date

Signature of Evaluator

Date