

Attachment B

SCHOOL DISTRICT OF SUWANNEE 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. Employee Provided
 F. Confirmed Observation

Category Score

Maximum Score - 20

- Unsatisfactory - 0
 Needs Improvement - 7
 Satisfactory - 14
 Very Effective - 17
 Outstanding - 20

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)

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

Enter Category Score

Maximum Score - 20

- Unsatisfactory - 0
 Needs Improvement - 7
 Satisfactory - 14
 Very Effective - 17
 Outstanding - 20

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.e.*, 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)

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

Enter Category Score

Maximum Score - 18

- Unsatisfactory - 0
 Needs Improvement - 7
 Satisfactory - 14
 Very Effective - 16
 Outstanding - 18

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"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Employee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score Maximum Score - 30	
<input type="checkbox"/> Unsatisfactory - 0 <input type="checkbox"/> Needs Improvement - 11 <input type="checkbox"/> Satisfactory - 23 <input type="checkbox"/> Very Effective - 26 <input type="checkbox"/> Outstanding - 30	

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"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Employee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score Maximum Score - 20	
<input type="checkbox"/> Unsatisfactory - 0 <input type="checkbox"/> Needs Improvement - 7 <input type="checkbox"/> Satisfactory - 14 <input type="checkbox"/> Very Effective - 17 <input type="checkbox"/> Outstanding - 20	

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"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Employee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 14
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 5
<input type="checkbox"/> Satisfactory - 10	<input type="checkbox"/> Very Effective - 12
<input type="checkbox"/> Outstanding - 14	

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)	Develop and implement an Individual Professional Development Plan and Needs Assessment in accordance with state and district requirements.
*(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"/> D. Training Programs Competency Acquisition	<input type="checkbox"/> E. Employee Provided
<input type="checkbox"/> C. Indirect Documentation	<input type="checkbox"/> F. Confirmed Observation
Enter Category Score	Maximum Score - 14
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 5
<input type="checkbox"/> Satisfactory - 10	<input type="checkbox"/> Very Effective - 12
<input type="checkbox"/> Outstanding - 14	

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 APT, School Advisory Committee, text book selection, curriculum development, student activities, and accreditation.
- *(50) Share experience and new learning's by mentoring new colleagues.
- (51) Perform other tasks consistent with the goals and objectives of this position.
- (52) Demonstrate punctuality, regular attendance, and carrying out school assignments.
- (53) Shall assume additional responsibilities as assigned by the Superintendent.

Source Code (check all that apply)

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

Enter Category Score

Maximum Score - 14

- Unsatisfactory - 0
- Needs Improvement - 5
- Satisfactory - 10
- Very Effective - 12
- Outstanding - 14

Sub Total Score _____ (Categories 1 – 8)

_____ Outstanding 139-150

_____ Very Effective 120-138

_____ Satisfactory 82-119

_____ Needs Improvement 28-81

_____ Unsatisfactory 0-27

9. STUDENT GROWTH AND ACHIEVEMENT

Category Definitions

- *(54) 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, analysis reports, and others as deemed appropriate by the District and/or required by adopted curriculum standards.
- *(55) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Source Code (check all that apply)

- A. Behavioral Event Interview
- B. Confirmed Observation
- C. Direct Documentation

Enter Category 9. Score For Student Growth and Achievement

- _____ Outstanding 150
- _____ Very Effective 120-125
- _____ Satisfactory 102-119
- _____ Needs Improvement 51-101
- _____ Unsatisfactory 0-50

Suwannee County School Board Assessment Chart

Students performance data may include:

- Pre and post test data for courses assigned
- Reading and/or Math from State/Local Standardized test
- Portfolio reviews for FAAR/ESE
- Placement, licensure and/or completion rates for vocational

SCHOOL DISTRICT OF SUWANNEE COUNTY

INSTRUCTIONAL EMPLOYEE

PERFORMANCE APPRAISAL SUMMARY

Name _____ Position _____

Employee # _____ Course Code Number _____

School/Dept. _____ School Year _____

SECTION A				
1. PLANNING/PREPARATION				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 7	<input type="checkbox"/> Satisfactory - 14	<input type="checkbox"/> Very Effective - 17	<input type="checkbox"/> Outstanding - 20
2. CLASSROOM MANAGEMENT				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 7	<input type="checkbox"/> Satisfactory - 14	<input type="checkbox"/> Very Effective - 17	<input type="checkbox"/> Outstanding - 20
3. ASSESSMENT/EVALUATION				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 7	<input type="checkbox"/> Satisfactory - 14	<input type="checkbox"/> Very Effective - 16	<input type="checkbox"/> Outstanding - 18
4. INTERVENTION/DIRECT SERVICES				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 11	<input type="checkbox"/> Satisfactory - 23	<input type="checkbox"/> Very Effective - 26	<input type="checkbox"/> Outstanding - 30
5. TECHNOLOGY				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 7	<input type="checkbox"/> Satisfactory - 14	<input type="checkbox"/> Very Effective - 17	<input type="checkbox"/> Outstanding - 20
6. COLLABORATION				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 5	<input type="checkbox"/> Satisfactory - 10	<input type="checkbox"/> Very Effective - 12	<input type="checkbox"/> Outstanding - 14
7. STAFF DEVELOPMENT				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 5	<input type="checkbox"/> Satisfactory - 10	<input type="checkbox"/> Very Effective - 12	<input type="checkbox"/> Outstanding - 14
8. PROFESSIONAL RESPONSIBILITIES				
<input type="checkbox"/> Unsatisfactory - 0	<input type="checkbox"/> Needs Improvement - 5	<input type="checkbox"/> Satisfactory - 10	<input type="checkbox"/> Very Effective - 12	<input type="checkbox"/> Outstanding - 14
SECTION A		Sub Total Score _____		
<input type="checkbox"/> Unsatisfactory 0-27	<input type="checkbox"/> Needs Improvement 28-81	<input type="checkbox"/> Satisfactory 82-119	<input type="checkbox"/> Very Effective 120-138	<input type="checkbox"/> Outstanding 139-150
Comments of the Employee				
Comments of the Evaluator				
This evaluation has been discussed with me <input type="checkbox"/> Yes <input type="checkbox"/> No				
Employee Signature _____		Date _____	Evaluator Signature _____	
			Date _____	
SECTION B		Sub Total Score _____		
9. STUDENT GROWTH AND ACHIEVEMENT				
<input type="checkbox"/> Unsatisfactory 0-50	<input type="checkbox"/> Needs Improvement 51-101	<input type="checkbox"/> Satisfactory 102-119	<input type="checkbox"/> Very Effective 120-125	<input type="checkbox"/> Outstanding 150
SECTION C (Section A + Section B)		TOTAL SCORE _____		
<input type="checkbox"/> Unsatisfactory 0-78	<input type="checkbox"/> Needs Improvement 79-183	<input type="checkbox"/> Satisfactory 184-239	<input type="checkbox"/> Very Effective 240-278	<input type="checkbox"/> Outstanding 279-300
Comments of the Employee				
Comments of the Evaluator				
Information from parents was collected and analyzed in the preparation of this report.				
Signature of Employee _____		Date _____	Signature of Evaluator _____	
			Date _____	
OVERALL RATING SCORE _____				