

# ZACHARY COMMUNITY SCHOOL BOARD

## TEACHER EVALUATION

Teacher: \_\_\_\_\_ Evaluator: \_\_\_\_\_  
 Employee ID#: \_\_\_\_\_ Position: \_\_\_\_\_  
 Subject/Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
 Years in Position 0-3 \_\_\_\_\_ 4+ \_\_\_\_\_ Location \_\_\_\_\_

Directions: The evaluator is to indicate the appropriate rating of each major topic by placing a circle around the S, NI, or U. The evaluator shall then mark each item under the major headings using (S) to denote satisfactory performance, (NI) to denote needs improvement, and (U) to denote unsatisfactory performance.

**I. PERFORMANCE RESPONSIBILITIES**

	S	NI	U
<b>A. PLANNING</b> .....	S	NI	U
Plans effectively for instruction	_____		
Develops clear and concise written objectives	_____		
Identifies and plans for individual differences	_____		
Plans for the substitute teacher	_____		
Utilizes the state and local curriculum guides	_____		
<b>B. MANAGEMENT</b> .....	S	NI	U
Maintains an environment conducive to learning	_____		
Takes appropriate precautions to protect students, equipment, materials and facilities	_____		
Performs duty assignment	_____		
Maximizes the amount of time available for instruction	_____		
Maintains accurate, complete and correct records	_____		
Manages learner behavior to provide productive learning opportunities	_____		
<b>C. INSTRUCTION</b> .....	S	NI	U
Delivers instruction effectively	_____		
Produces evidence of student academic growth under his/her instruction	_____		
Employs a variety of methods and techniques	_____		
Integrates technology into instruction	_____		
Presents appropriate content	_____		
Utilizes knowledge of subject matter and child growth and development	_____		
Provides opportunities for student involvement in the teaming process	_____		
Reteaches when necessary	_____		
Gives positive feedback throughout the lesson	_____		
Assesses student progress	_____		
Evaluates strengths and weakness of individual students	_____		
Measures student's growth using established goals and objectives	_____		
Uses a variety of evaluation tools to test for understanding and application of subject matter	_____		
Informs students and/or parents of student progress	_____		
<b>D. SCHOOL IMPROVEMENT</b> .....	S	NI	U
Takes an active role in building-level decision making	_____		
Participates in grade level and subject area curriculum planning and evaluation	_____		
Serves on task forces and decision making committees, when appropriate	_____		
Implements school improvement plan	_____		
Creates partnerships with parents/caregivers and colleagues	_____		

Provides clear and timely information to parents/caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning  
Encourages parents/caregivers to become active partners in their children's education and to become involved in school and classroom  
Seeks community involvement in instructional program

**S      NI      U**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. PERSONAL TRAITS.....**

**S      NI      U**

Exhibits:

- Poise, self-confidence, enthusiasm and optimism
- Punctuality
- Dependability
- Flexibility
- Acceptable speech and grammar
- Effective communication with students, parents, and other adults
- Discreet handling of confidential information
- Unbiased attitude regarding race, sex, creed, religion, or disability
- Use of suggestions for improvement

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEACHER'S PERFORMANCE AT THIS TIME IS:**

Satisfactory \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

**PROGRESS TOWARD ACHIEVEMENT OF THE PROFESSIONAL GROWTH PLAN**

Is Minimal \_\_\_\_\_ Is Satisfactory \_\_\_\_\_ Has reached completion \_\_\_\_\_

**EVALUATOR'S NARRATIVE COMMENTS: (Attach supplemental sheet if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVALUATOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TEACHER'S COMMENTS: (Attach supplemental sheet if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEACHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the results.