



Teacher Evaluation

Teacher's Name _____ Social Security Number _____

Name of School _____ School Year _____

Most Recent Date of Hire _____ Assignment _____

Satisfactory	* Needs to Improve	Unsatisfactory	RATING ELEMENTS
I. Effective Teaching Preparation			
A. Planning and Preparation			
			Implements lessons which provide for instruction of students at appropriate achievement levels, and reflects an appropriate sequencing of instruction, based on approved curricular objectives.
B. Learning Climate			
			1. Creates a classroom climate that is warm and inviting. Promotes the development of positive self concept for all students.
			2. Involves students at all instructional levels in each lesson and encourages and receives inquiries, ideas and opinions that relate to those lessons from the students involved.
			3. Presents lessons in such a way as to encourage students to employ higher order critical thinking skills.
			4. Demonstrates fairness and consistency in the handling of student discipline.
C. Instruction			
			1. Demonstrates knowledge of subject matter and transmits that knowledge in an interesting manner using a variety of techniques and/or materials to accomplish the objectives of instruction.
			2. Maximizes the use of time for instructional purposes, with all students being involved in meaningful learning activities.
			3. Uses a wide range of assessment information (including but not limited to observations by the teacher, CRT, etc.) to regularly adjust student instruction.
			4. Makes clear the purpose and/or practical importance of the lesson and how the content of the homework assignment relates to that lesson.
			5. Provides prompt and appropriate feedback on work completed by students.
			6. Demonstrates a keen understanding of the needs, concerns, abilities and interest of each student in such a manner that leads to the delivery of needed instructional or other resources.
			7. Performs so that there is observable satisfactory growth in children.

White Copy to Chief Divisional Administrator, Personnel Canary Copy to Chief Educational Administrator/Principal Pink Copy to Principal Gold Copy to Teacher

***This rating option may be used for interim evaluations only.** (If appropriate)

Teacher's Name _____ Social Security Number _____ School Year _____

Satisfactory	*Needs to Improve	Unsatisfactory	RATING ELEMENTS
II. Professionalism			
			A. Uses current curricular and instructional practices which relate to effective education.
			B. Actively participates in program improvement activities.
			C. Works cooperatively as an effective team member to achieve school goals and objectives.
			D. Demonstrates accuracy in record keeping and promptness in meeting deadlines.
			E. Demonstrates punctuality at post of duty.
			F. Follows established school policies and procedures.
			G. Demonstrates effective oral and written communication skills.
			H. Relates without difficulty to staff members and parents.
III. Achievement Outcome			
Achieved	Not Achieved		Shows significant and demonstrable progress on the part of students as defined by the goals developed by the principal and/or designated administrators and the teacher.

IV. Overall Rating

SATISFACTORY

UNSATISFACTORY

Comments: _____

Reassign

Transfer: Teacher's Request

Principal's Request

Principal 's Signature Date

I have received a copy of this Evaluation: _____
Teacher's Signature Date

IF I DO NOT AGREE WITH THIS EVALUATION, I UNDERSTAND THAT I MAY SUBMIT A LETTER TO THE CHIEF DIVISIONAL ADMINISTRATOR, PERSONNEL TO BE PLACED IN MY PERSONNEL FOLDER WITH COPIES TO THE CHIEF EDUCATIONAL ADMINISTRATOR/PRINCIPAL OR PRINCIPAL, AS APPROPRIATE.

Directions For the Proper Use of This Teacher Evaluation Form

Rating Options

An evaluation system can only be fair and effective when there is common agreement and understanding between the principal and the teacher as to the criteria for each of the rating options. The following descriptive explanation of each of the rating options is provided to ensure a common understanding of each:

Satisfactory: Performance is consistently adequate and acceptable. A satisfactory rating indicates that the teacher has effectively executed the tasks referenced in the rating element.

Needs to Improve: Performance is sometimes inadequate and unacceptable. Additional assistance and supervision may be required. (This rating option may be used for interim evaluations only)

Unsatisfactory: Fails to correct weaknesses; or deficiencies are such a serious nature that they result in inadequate or unacceptable performance.

Note: Principals are to place a check in the most appropriate box for each rating element.

Rating Elements

The rating elements listed within the evaluation are designed to reflect the characteristics of effective teaching as defined in the teacher edition of *Standards for Excellence in Teaching* published by the Prince George's County Public Schools. Principals and teachers may refer to that publication for a detailed definition of the characteristics of effective teaching.

Achievement Outcomes

Non-tenured teachers and teachers rated less than satisfactory must develop a reasonable set of outcomes for the students to achieve. The outcomes could include performance on the CRT's, magazine tests, or any other outcomes that the principal and teacher believe are reasonable. During the last six weeks of school, the principal will review the expected outcomes and the actual achievement of each. These goals should be included as an attachment to this evaluation form.

Comments

The "Comments" section may be used to record any information the principal determines is appropriate to the evaluation. It may also be used to list extra duty contributions.