

Locally Funded Teacher Evaluation

Teacher _____ Assignment/Grade Level _____ No. of Students _____ Date _____

School _____ Evaluator _____ Title _____

Number of Observation 1 2 3 (Circle One) Scheduled Visit ___ Yes ___ No Beginning Time _____ Ending Time _____

Directions for Completing the Form

1. The purpose of this evaluation is to let each teacher become aware of how she/he is performing in the classroom.
2. It is not necessary that every indicator be checked.
3. The form should be marked in the following manner:

—	Not Met
✓	Met
+	Outstanding
N/A	Not Applicable

Lesson Design and Instruction Strategies

1. Provides an introduction
 - ___ a. States Objectives / or provides an introduction to the lesson.
 - ___ b. Relates content to prior/future learning
2. Provides instructional input
 - ___ a. Presents information sequentially
 - ___ b. Defines/describes new words, ideas, concepts
 - ___ c. Uses multiple methods of teaching strategies
3. Checks for student understanding
 - ___ a. Asks appropriate questions
 - ___ b. Provides time for response (around 3-5 seconds)
 - ___ c. Extends response/contributions
 - ___ d. Reinforces correct response/performance
 - ___ e. Provides corrective feedback/clarifies if needed
4. Provides guided practice
 - ___ a. Provides for application
 - ___ b. Monitors student performance
 - ___ c. Reteaches when needed
5. Allows for independent practice
 - ___ a. Adequate explanation of directions
 - ___ b. Provides for individual work time
 - ___ c. Gives appropriate assignments
6. Uses effective communications skills
 - ___ a. Listens and utilizes student comments
 - ___ b. Uses appropriate volume and rate
 - ___ c. Demonstrates oral communications skills
 - ___ d. Demonstrates written skills
7. Provides lesson closure
 - ___ a. Summarizes lesson
 - ___ b. Prepares for next segment of learning.

Professional Responsibilities

- ___ a. Maintains professional dress/grooming
- ___ b. Maintains membership and regularly attends a constituent church

Classroom Management and Organization

- 1. Manages materials and students
 - a. Has material/aids ready when class begins
 - b. Secures students' attention.
 - c. Begins promptly/minimizes transition time
 - d. Maintains suitable pace for instruction
 - e. Minimizes management time
 - f. Redirections/stops improper/disturbing behavior
 - g. Applies rules consistently and fairly

- 2. Maintains supportive environment
 - a. Uses positive nonverbal communication
 - b. Interacts with students appropriately
 - c. Uses positive verbal communication

- 3. Maintains classroom appropriately
 - a. Maintains attractive and appropriate classroom (decorations, bulletin boards)
 - b. Classroom is clean and organized
 - c. Is alert to students' physical comforts

- 4. Uses strategies to motivate students for learning
 - a. Genuinely affirms students' best efforts
 - b. Is sensitive to individual student learning styles and abilities
 - c. Displays students' class work
 - d. Creates and maintains a pleasant feeling tone
 - e. Displays respect for each individual student

Record Keeping

- 1. Electronic Records
 - a. Students up-to-date
 - b. Attendance current

- 2. Lesson Plan Book
 - a. Current and complete on a weekly basis
 - b. Use of objectives and standards
 - c. Written yearly plans

- 3. Grade Books
 - a. Grading kept current
 - b. Adequate number of grades recorded per week

Commendations

- 1.
- 2.

Recommendations

- 1.
- 2.

Level of Concern

1 2 3 4 5

Level of Concern

1 2 3 4 5

Teacher's Signature

Evaluator's Signature

Date of Observation