

TEACHER SUMMATIVE PERFORMANCE APPRAISAL

Superintendent's Report

(For Years 1, 2, 7 ...)

Teacher _____

Address _____

School _____ Start Date _____

Certificate Number _____

Report Period _____ To _____

Teaching Assignment _____

PURPOSE: This performance appraisal is part of the permanent employment record which will be retained in the Personnel file. It documents evaluation of teacher work performance to ensure that fundamental objectives, requirements and expectations of the school division are attained. Accountability of teachers and their supervisors for providing quality education in caring schools is a concomitant purpose of the performance appraisal.

This evaluation is based upon the following data sources:

Classroom Observations

1. Date _____ Time _____ Duration _____

Grade _____ Subject taught _____ # of Students _____

Major activity of class _____

2. Date _____ Time _____ Duration _____

Grade _____ Subject taught _____ # of Students _____

Major activity of class _____

3. Date _____ Time _____ Duration _____

Grade _____ Subject taught _____ # of Students _____

Major activity of class _____

(3rd observation is optional at discretion of evaluator)

Other (please list and describe)

SUMMARY OF OBSERVATIONS

The comments below summarize and evaluate the observations and data recorded in each category. The comments are also intended to respond to the general description for each category. Please see Administrative Manual – AP 412 Appendix A “Indicators of Effective Teaching.”

PLANNING
LESSON PRESENTATION AND INSTRUCTIONAL SKILLS
CLASSROOM ORGANIZATION AND MANAGEMENT
POSITIVE CLASSROOM MINDSET
EVALUATION OF STUDENTS

INTERPERSONAL RELATIONS AND COMMUNICATION SKILLS

PROFESSIONALISM

CONTRIBUTION TO SCHOOL

SUMMARY OF APPRAISAL

MAIN ACCOMPLISHMENTS/STRENGTHS: Three to five statements recorded in point form.

AREAS FOR CONSIDERATION/IMPROVEMENT: Three to five statements recorded in point form.

APPRAISAL: The overall appraisal indicates the level of performance that describes the individual's achievement as assessed by the supervisor. The appraisal takes into account assessments of specific performance criteria and important indicators of performance and achievement of the general description for each category.

- Exceeds Expectations** – Performance which consistently exceeds the normal requirements of the position.
- Meets Expectations** – Performance which consistently meets the normal requirements of the position.
- Developing to Meet Expectations** – Performance which has the potential to meet expectations through time, on-the-job experience and continuing development of skills.
- Unsatisfactory Performance** – Performance which does not meet expectations and appropriate development has not been evident.

RECOMMENDATIONS FOR FOLLOWUP:

Superintendent _____ **Date** _____

I have read the above report and discussed it with my superintendent. My signature does not indicate that I agree with the contents of the report.

Additional comments _____

Teacher _____ **Date** _____