

Performance Appraisal Report

School: _____

Teacher: _____

co-teacher: _____

Class: _____

Date: _____

Mark with an **X** the corresponding box according to the following criteria:

1. **Unsatisfactory (U)** when his / her appraisal is not considered acceptable.
2. **Basic (B)** when his / her appraisal is considered at standard.
3. **Proficient (P)** when his / her appraisal is considered above standard.
4. **Distinguished (D)** when his / her appraisal is considered outstanding.

| Domain 1 | | | | Lesson design |
|----------|---|---|---|---|
| U | B | P | D | The teacher: |
| | | | | follows a class routine (greetings, menu, date etc.) |
| | | | | sets instructional goals |
| | | | | designs coherent instruction |
| | | | | demonstrates knowledge of content |
| | | | | demonstrates knowledge of resources |
| | | | | assesses student learning through tasks |
| | | | | has planned his/her lesson |
| | | | | |
| Domain 2 | | | | Teacher's communication of contents |
| U | B | P | D | The teacher: |
| | | | | begins the lesson with a warming up activity |
| | | | | communicates clearly and accurately, giving straightforward instructions |
| | | | | uses concepts and language understandable to the students |
| | | | | uses body language/ examples/ synonyms/ definitions etc. to communicate difficult concepts |
| | | | | models activities |
| | | | | uses CCQs to check comprehension |
| | | | | engages students in the lesson |
| | | | | praises student's performance |
| | | | | demonstrates flexibility and responsiveness through monitoring and modifying the work, if necessary |
| | | | | uses and stays in English all the time |
| | | | | encourages his/her students to use English all the time |
| | | | | and students summarize the main points of the lesson at the end of the period |
| | | | | |

| Domain 3 | | | | Class environment |
|----------|---|---|---|--|
| U | B | P | D | The teacher: |
| | | | | has a clear tone of voice that can be heard by the whole class |
| | | | | has created an environment of respect and rapport |
| | | | | manages classroom procedures (taking the attendance etc.) |
| | | | | manages student behavior (raising hands etc.) |
| | | | | manages physical space |
| | | | | circulates during classwork to check all students' performance |
| | | | | manages school procedures and emergency situations |
| | | | | |

Comments

Teacher's Signature

My signature indicates that this performance appraisal was conducted on the date stated below

X

Date ()

Teacher's Signature

My signature indicates the receipt and feedback of this report.

X

Date ()