

TEACHER EVALUATION
Somerset County Public Schools

Name:	School:	Assignment:				
Type of Certificate:	Certification Class:	Years Taught:				
Tenure	Non-Tenure	Expiration Date:				
PERFORMANCE CRITERIA		Exemplary	Effective	Needs Improvement	Unsatisfactory	*Not Applicable
*A CHECK PLACED IN EXEMPLARY, NEEDS IMPROVEMENT AND UNSATISFACTORY COLUMNS MUST BE DOCUMENTED						
I PLANNING AND PREPARATIONS						
A Develops daily and long range plans						
<ol style="list-style-type: none"> 1 Prepares lessons and lesson plans in advance 2 Develops lesson plans which have performance objectives correlated to the needs and abilities of students. 3 Provides for continuous and sequential experiences which are incorporated in daily and long term planning. 4 Provides lesson plans and activities for substitute teachers as needed. 						
B Demonstrates evidence of incorporation the Maryland Learning Outcomes, Dimension of Learning and Multiple Intelligence in daily lesson planning.						
C Establishes learners objectives(s) for the lesson						
<ol style="list-style-type: none"> 1 Establishes objectives which are defined and obtainable for each activity and unit. 2 States learner objectives in measurable terms 3 Conveys objectives of lesson to student 						
D Uses a Variety of Strategies and techniques which provides for individual differences and ability levels						
E Uses formal and informal assessment results to target daily instruction						
<ol style="list-style-type: none"> 1 Relates evaluation directly to measurable objectives 2 Utilizes different modes of evaluation (written and oral test, observations, demonstrations, questioning, projects, reports) 3 Provides a sufficient number of items on any evaluation instrument to verify students' comprehension 4 Provides a prompt feedback 5 Provides for student analysis of work 6 Uses information gained to re-teach or further extend an objective 						
F. Follows County curricula programs and policies in appropriate areas						
<ol style="list-style-type: none"> 1 Incorporates continuity and sequence of total curriculum in planning 2 Uses County approved materials and texts. 3 Uses teacher-made manipulatives and activities 						
G. Provides a well organized, attractive room						
<ol style="list-style-type: none"> 1 Maintains an attractive room which reflects current learning activities 2 Maintains safety, security and healthful conditions in the room 3 Adjust physical arrangements of desks and chairs 						

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II IMPLEMENTATION OF INSTRUCTION					
A Focuses lesson on learner’s objective (s)					
1 Makes aim or purpose of lesson clear to students 2 Teaches to establish objective 3 Adapts lesson if unexpected objective 4 States learner objectives in measurable terms					
B Varies learning experiences consistent with objective(s) of lesson					
C Uses class time appropriately to keep students on-tasks					
1 Systematizes routine procedures and task 2 Keeps class/subject taught within allocated time period 3 Organizes materials and media efficiently 4 Paces instruction appropriately 5 Demonstrates evidence of smooth transition from one activity to another					
D Uses questioning techniques to reinforce higher-order thinking skills					
1 Uses a variety of memory a. Literal-factual, recall or memory b. Critical-analyze, predict, draw conclusions c. Creative – opinions, open ended 2 Demonstrates ability to rephrase questions 3 Uses questions to elicit student responses					
E Uses appropriate sequence during the instructional process					
1 Uses recall/review/motivations/introductory activity 2 Provides sufficient structure for lesson based on maturity and learning styles of students 3 Presents new skills and concepts clearly 4 Provides opportunities for practice and feedback and new skills and concepts 5 Encourages students to take responsibility for their own learning 6 Provides structure that promotes risk-taking and interactive learning 7 Provides opportunities for diversity of opinion, response, and interpretation 8 Uses effective, clear summary/evaluation					
F Demonstrates knowledge of subject matter taught					
1 Demonstrates adequate and accurate knowledge of subject 2 Demonstrates expertise in content and instructional activities presented 3 Provides information from bias free, multi cultural perspective 4 Makes practical application of subject matter 5 Uses of a variety of subject matter resources 6 Uses hands-on manipulatives to introduce and reinforce concepts taught 7 Uses teacher-made manipulatives and activities					
G Maintains appropriate classroom behavior					
4 Establishes reasonable classroom rules with enforcement occurring in an appropriate way 5 Establishes a general classroom routine of which students are aware 6 Reinforces procedures which are consistent with school’s discipline policy 7 Is fair and consistent in managing disruptive behavior among learners 8 Tends to disruptions quickly and firmly.					

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III. INTERPERSONAL SKILLS					
A Communicates enthusiasm for teaching					
1 Communicates enthusiasm with voice inflections stressing points of interest 2 Attempts to instill enthusiasm in students for the subject/content being taught 3 Uses eye contact or facial expressions indicating pleasure, concern, interest, etc.					
B Stimulates learner interest (motivation)					
1 Exhibits interest in what is being taught and in the needs of students 2 Keeps students involved with purposeful activities 3 Uses student-oriented activities 4 Provide learners with for participating					
C Establishes good rapport with students					
1 Maintains positive student-teacher relationships 2 Is receptive to honest feedback from students 3 Maintains an atmosphere of mutual respect 4 Utilizes human relations techniques such as humor, patience, acceptance and praise					
D Demonstrates sensitivity to the needs and feelings of learners					
1 Identifies with the class, i.e., we, our, us, etc., and knows student by name 2 Reinforces students with they do well 3 Encourages students when they have difficulty 4 Listens to or accepts ideas from the students 5 Displays courtesy when dealing with students 6 Provides courtesy when dealing with the students 7 Provides for multi-cultural needs of students 8 Encourages student understanding of ethnic diversity					
E Demonstrates effective communication skills					
1 Uses grammatically correct oral expression 2 Written communication is grammatically correct 3 Communicates with individual learners about their needs and progress 4 Establishes and maintains telephone, personal, and written communications with parents					

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IV PROFESSIONAL RESPONSIBILITIES					
A Presents an appropriate, professional appearance					
B Works cooperatively with students, colleagues, administrators, supervisors, parents and community					
C Follows the policies and procedures of the school and county					
D Shares in responsibilities of total school program					
E Completes reports accurately and promptly					
F Adheres to established time schedules for work and beginning classes					
G Participates in professional development activities					
H Demonstrates professional attitude and conduct					
I Participate on the School Improvement Team					
J Is dependable and reliable in attendance					

OBSERVATION DATES		CONFERENCE DATES	
OVERALL ASSESSMENT:		RECOMMENDATION (For end of year evaluation only)	
	EXEMPLARY		REAPPOINT TO PRESENT SCHOOL
	EFFECTIVE		TRANSFER TO ANOTHER SCHOOL
	NEEDS IMPROVEMENT		PLACE ON SECOND CLASS CERTIFICATE
	UNSATISFACTORY		TERMINATE EMPLOYMENT
<p>Comments of Evaluator: It has been great working with you these past few years. I have learned a great deal from you. Enjoy your retirement.</p>			
Signature: _____		Date: _____	
Principal			
Signature: _____		Date: _____	
Supervisor			

Comments of Person Evaluated:

By signing this evaluation, I verify the record of observations and conferences but do not necessarily agree with this evaluation. I understand that I may submit a letter in duplicate; the copy to be retained by the principal and the original to the Assistant Superintendent to be placed in my personal folder.

I have received a copy of this evaluation.

Signature: _____

Date: _____