

SUMMATIVE EVALUATION GUIDE

TEACHER:

DATE:

YEAR OF PROBATION:

SCHOOL(s):

EVALUATOR(s):

POSITION OF EVALUATOR(s):

How long has this teacher been under your supervision?

Number of 30 minute or longer classroom observations this school year:

Class assignment (include grade, subject and ability where applicable):

Special assignment and/or responsibilities:

TEACHER:

OBSERVER(s):

ANNUAL SUMMATIVE EVALUATION

DOMAIN 1: PLANNING & PREPARATION	SUPERVISOR				
1. Mastery of content	Unsatisfactory	Developing	Basic	Proficient	Outstanding
2. Planning for coherent instruction	Unsatisfactory	Developing	Basic	Proficient	Outstanding
3. Utilization of instructional resources	Unsatisfactory	Developing	Basic	Proficient	Outstanding
4. Knowledge of human development	Unsatisfactory	Developing	Basic	Proficient	Outstanding
5. Designing assessment of student learning	Unsatisfactory	Developing	Basic	Proficient	Outstanding
DOMAIN 2: THE CLASSROOM ENVIRONMENT	SUPERVISOR				
6. Managing student behavior	Unsatisfactory	Developing	Basic	Proficient	Outstanding
7. Establishing effective classroom procedures	Unsatisfactory	Developing	Basic	Proficient	Outstanding
8. Creating an environment for learning	Unsatisfactory	Developing	Basic	Proficient	Outstanding
9. Establishing a culture of mutual respect	Unsatisfactory	Developing	Basic	Proficient	Outstanding
10. Recognizing students as individuals	Unsatisfactory	Developing	Basic	Proficient	Outstanding
11. Organizing physical space	Unsatisfactory	Developing	Basic	Proficient	Outstanding
DOMAIN 3: INSTRUCTION	SUPERVISOR				
12. Communicating clearly and accurately	Unsatisfactory	Developing	Basic	Proficient	Outstanding
13. Presenting subject matter	Unsatisfactory	Developing	Basic	Proficient	Outstanding
14. Conducting classroom activity effectively	Unsatisfactory	Developing	Basic	Proficient	Outstanding

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15. Encouraging discussion as a learning tool	Unsatisfactory	Developing	Basic	Proficient	Outstanding
16. Level of questioning	Unsatisfactory	Developing	Basic	Proficient	Outstanding
17. Feedback to students	Unsatisfactory	Developing	Basic	Proficient	Outstanding
DOMAIN 4: PROFESSIONAL RESPONSIBILITIES	SUPERVISOR				
18. Maintaining accurate records	Unsatisfactory	Developing	Basic	Proficient	Outstanding
19. Communicating with families	Unsatisfactory	Developing	Basic	Proficient	Outstanding
20. Working with other faculty	Unsatisfactory	Developing	Basic	Proficient	Outstanding

TEACHER:	OBSERVER(s):
21. Broadening professional growth	Unsatisfactory Developing Basic Proficient Outstanding
22. Participating in school & district activities	Unsatisfactory Developing Basic Proficient Outstanding
23. Striving for improvement	Unsatisfactory Developing Basic Proficient Outstanding

TEACHER: _____ OBSERVER(s): _____
 SUPERVISOR COMMENTS:

TEACHER COMMENTS:

DATE REPORT RECEIVED BY TEACHER:

CONFERENCE DATE:

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Supervisor	Date	Teacher

*Signature indicates that the teacher has reviewed the form.

Copies to be sent shortly after the conference to:
Individual Teacher
Human Resource Department
Principal
Director of PPS