

**EVALUATION OF TEACHER'S PERFORMANCE
OBSERVATION REPORT**

Teacher's Name: _____ Grade: _____

Subject Area being observed: _____

Date of Observation: _____ Starting time: _____ Ending Time: _____

ASSESSMENT:

Codes: (Check +) = Surpasses Expectations (Check) = Meets Expectations (X) = Area for Growth N/A=Not Applicable

I. PERSONAL CHARACTERISTICS and PROFESSIONAL ATTITUDES:

- a. _____ Has an enthusiastic and dynamic approach to teaching.
- b. _____ Projects voice clearly and effectively.
- c. _____ Demonstrates a positive attitude.
- d. _____ Appears well groomed and appropriately dressed.
- e. _____ Demonstrates sweetness and good interpersonal skills.
- f. _____ Projects a friendly, cooperative attitude toward his/her colleagues.
- g. _____ Maintains appropriate confidentiality with parents and is aware of all school policies.
- h. _____ There is evidence of leadership qualities, responsibility and dependability.
- i. _____ Has demonstrated organizational abilities.

COMMENTS: _____

II. INSTRUCTIONAL PLANNING

- a. _____ Carefully prepares creative and comprehensive Lesson Plans when due.
- b. _____ Applies Next Generation Sunshine State Standards/Common Core Standards, Subject Area Content
- c. _____ Uses appropriate curricula, Instructional strategies and resources to develop lesson plans that include goals and/or learning objectives, assessment of student learning, and home learning in order to address the diverse needs of students.
- d. _____ Shows evidence of organized classroom activities.
- e. _____ Regularly posts grades, announcements, photos & information on *Edline* and *Highpoint Families sites*.

COMMENTS: _____

III. KNOWLEDGE OF LEARNERS

- a. _____ Identifies and addresses the needs of learners.
- b. _____ Demonstrates respect for individual differences, cultures, backgrounds, and learning styles.
- c. _____ Addresses the various Learning Styles of learners by utilizing different teaching methods.
- d. _____ Responds to the learner's academic and emotional needs.
- e. _____ Is responsive to the learner's non-verbal cues.
- f. _____ Actively seeks out, listens to, and supports learner's ideas, points of view, and active participation.
- g. _____ Learner's are offered choices and are given responsibilities in the classroom.
- h. _____ Encourages learners to mentor others.

COMMENTS: _____

IV. CLASSROOM CONTROL & MANAGEMENT

- a. _____ Exhibits evidence of organization of classroom materials and supplies.
- b. _____ Establishes appropriate control over student incidents and/or situations.
- c. _____ Makes sure that the students remain on task accordingly.
- d. _____ Demonstrates ability to utilize strategies that can ascertain classroom discipline.
- e. _____ Uses strategies to prevent, identify and redirect students that are off-task.
- f. _____ Utilizes clear communication, with voice control, to reinforce appropriate discipline.
- g. _____ Creates and maintains safe learning environment while encouraging fairness, respect, and enthusiasm.
- h. _____ Implements positive, proactive behavior management strategies.
- i. _____ Manifests resourcefulness in selecting materials and adapting them accordingly.
- j. _____ Arranges display areas attractively with student work; correlates them with Curriculum.
- k. _____ Utilizes low, non-accusatory, voice tones when addressing students.
- l. _____ Allows students a reasonable freedom of movement .
- m. _____ Clearly states expectations for behavior.
- n. _____ Is consistent with consequences.
- o. _____ Encourages students to settle disputes.
- p. _____ Monitors and redirects student's behavior.
- q. _____ Provides specific feedback when students behave well.

COMMENTS: _____

V. KNOWLEDGE AND PRESENTATION OF SUBJECT MATTER

- a. _____ Demonstrates knowledge of subject matter while teaching.
- b. _____ Is fully prepared for class presentations.
- c. _____ Utilizes a variety of instructional procedures; (discussion, group reporting, individual study, contracting, demonstration, cooperative learning, lectures, boardwork, Smartboard, Promethean Board, iPad, etc.).
- d. _____ Begins with appropriate introduction and closes instruction appropriately.
- e. _____ Provides for individual differences through differentiated activities and assignments which are clear and challenging.
- f. _____ Uses effective communication skills; explains tasks clearly; uses correct grammar and accurate language at all times.
- g. _____ Addresses academic needs through a variety of appropriate instructional strategies and technologies that engage learners.
- h. _____ Accommodates student's varied academic needs.

COMMENTS: _____

VI. TECHNIQUES OF INSTRUCTION AND ASSESSMENT

- a. _____ Instructional materials and methods are appropriate to the needs and abilities of the students.
- b. _____ Minimizes disruption to learning
- c. _____ Minimizes time spent on managerial tasks
- d. _____ Student's performance on learning objectives is monitored.
- e. _____ Opportunities are provided for verbal interaction and active student involvement.
- f. _____ Utilizes available resources; (*computer, Smartboard, Promethean Board, ipad, recorders, internet, etc.*)
- g. _____ Instruction follows a sequence.
- h. _____ Clear explanations and directions are provided and clarified to students as needed.

- i. _____ Learning objectives of an activity are clearly stated.
- j. _____ Directions and assignments are clearly communicated to students.
- k. _____ Transitions are clear and no time is wasted.
- l. _____ Gathers, analyzes, and uses data (SAT Assessment data) to measure learner progress, guide instruction, and provide timely feedback.
- m. _____ Encourages use of analysis and reasoning skills.
- n. _____ Encourages student's creativity.
- o. _____ Promotes exploration of concepts and links concepts across activities.
- p. _____ Applies concepts to the real world.
- q. _____ Engages in "feedback loops" –(Ex. Teacher asks a series of follow-up questions to elicit a deeper understanding from students.)
- r. _____ Asks open-ended questions.
- s. _____ Improves language modeling in the classroom.

COMMENTS: _____

VII. TEACHER-STUDENT RELATIONSHIPS

- a. _____ Has established a respectful relationship with students.
- b. _____ Encourages students to participate in discussions.
- c. _____ Possesses a firm, sympathetic and consistent approach.
- d. _____ Utilizes positive reinforcement methods.
- e. _____ Demonstrates an understanding of and consideration for the individual interests, needs, abilities and differences of each students.
- f. _____ Avoids sarcasm and negative criticism.
- g. _____ Communicates effectively with students, their parents or families, staff, and other members of the learning community.
- h. _____ Gives lots of specific feedback.
- i. _____ Encourages students to persist in their work.

COMMENTS: _____

VIII. PROFESSIONALISM

- a. _____ Demonstrates a high level of professionalism.
- b. _____ Demonstrates behavior consistent with legal, ethical, and professional standards.
- c. _____ Engages in continuous professional growth.
- d. _____ Assumes a leadership role within the learning community.

COMMENTS: _____

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TEACHER BEING EVALUATED:

I have read and understood this Evaluation and have discussed it with a member of the Administration.

Teacher's Comments, if any: _____

Teacher's Signature: _____ **Date:** _____

Note: Teacher's signature means only that the teacher has read and understood the contents of this document.

Name of Evaluator: _____

Title: _____

Signature of Evaluator: _____

Date: _____