

**FAIRFAX COUNTY PUBLIC SCHOOLS**

**PERFORMANCE ASSESSMENT AND EVALUATION HANDBOOK**

A Resource for Teacher-Scale Employees

Copyright 2011, Fairfax County Public Schools

<http://www.fcps.edu/DHR/employees/evaluations/index.htm>

## TABLE OF CONTENTS

GLOSSARY .....	iii
REGULATIONS .....	iv
INTRODUCTION .....	1
GOALS.....	1
STANDARDS OF PERFORMANCE.....	2
PERFORMANCE ASSESSMENT AND EVALUATION .....	2
EVALUATION CYCLE .....	3
ASSESSMENT AND EVALUATION PROCEDURES.....	4
DATA COLLECTION FOR TEACHER ASSESSMENT AND EVALUATION.....	5
SELF-ASSESSMENT AND CONFERENCE.....	6
MIDYEAR ASSESSMENT .....	6
FINAL EVALUATION.....	6
FINAL EVALUATION: DIAGNOSTIC FOCUS.....	6
FINAL EVALUATION: CONDITIONAL REAPPOINTMENT .....	7
Intervention Program	
FINAL EVALUATION: Do Not Reappoint .....	8

**TABLE OF CONTENTS**  
(Continued)

APPENDICES

A.	Standards of Performance.....	10
B.	Standards, Guidelines, and Expectations.....	11
C.	Teacher Self-Assessment.....	18
D.	Teacher Midyear Performance Assessment.....	20
E.	Teacher Final Evaluation.....	22
F.	Sample Structured Interview Questions for Teachers.....	24
G.	Student Opinion Survey Guidelines.....	27
H.	Student Opinion Survey.....	28
I.	Improvement Plan Guidelines and Sample Plans.....	29

## GLOSSARY

Annual Contract Teachers - probationary teachers who are in the first three years of teaching in Fairfax County Public Schools. They are formally evaluated during each of their first three years.

Continuing Contract Teachers - teachers who are evaluated on a three-year cycle; that means one year of formal evaluation followed by two years without formal evaluation.

Diagnostic Focus - the portion of the observation report/memo that provides the teacher with areas of focus for the enhancement or improvement of teaching.

Drop-in Observation - an unannounced classroom or work station visit with feedback to the teacher. A series of drop-in visits, with written feedback, may also be used as documentation.

Expectations - the specific teacher behaviors within each guideline.

Formal Observation - an announced or unannounced visit to the classroom, work station, or other setting during which the observer records events which may include a variety of activities. An observation report and post-observation conference are used to give feedback.

Guidelines - the categories of performance within each standard.

Improvement Plan - a plan developed by a teacher, with approval by the evaluator, which identifies appropriate strategies for improvement in identified guideline areas.

Intervention Program - a program of planned and sustained assistance for a teacher who receives a conditional reappointment recommendation on the final evaluation. The intervention team includes the teacher, a Human Resources performance assessment specialist, a curriculum designee, and a team administrator.

Intervention Work Plan - a plan developed by the intervention team which identifies strategies and resources to assist a teacher receiving a conditional reappointment.

Midyear Assessment - an assessment of a teacher's performance provided by the evaluator during the midyear review conference, documented on the midyear assessment form.

Observation Report - a written report used to give feedback to teacher-scale employees regarding a classroom observation.

Office of Employee Performance and Development (OEPD) - an office in the Department of Human Resources that supports employee performance and development through the administration of assessment and evaluation programs.

PLA - the Department of Professional Learning and Accountability.

Review of Records - an analysis of files and other materials conducted to obtain information about a teacher's establishment and maintenance of accurate records.

School-Based Technology Specialist (SBTS) - licensed personnel who have, as their primary responsibility, training teachers. They also provide first-level technical support and serve as each school's point of contact for divisionwide instructional technology initiatives.

## **GLOSSARY**

(Continued)

Self-Assessment - a teacher's examination of the standards of performance and guidelines that is reviewed with the evaluator during the self-assessment conference.

Self-Assessment Conference- a conference between the teacher and evaluator to review and discuss the teacher's self-assessment.

Shadowing - an observation conducted when accompanying a teacher through one or a series of activities and/or routines.

Standards of Performance - the criteria by which a teacher's performance is evaluated. Each of the five standards contains guidelines and expectations. Performance will be assessed as either meeting, exceeding, or not meeting the guidelines of each standard.

Structured Interview - an interview, generally in writing, designed to gather information from the teacher about performance as related to the five standards.

Student Survey - a survey used by all teachers of grades 9-12 for at least one section of each course taught. The survey is not to be used for teacher evaluation; it is for the teacher's informal self-assessment. Refer to Regulation 4428.

Teachers - teacher-scale employees, including counselors, media specialists, central resource and special projects teachers, assistant athletic directors, speech and language clinicians, therapists, etc.

## **REGULATIONS**

**NOTE:** The following regulations provide guidelines and procedures related to duties, responsibilities, and rights of employees.

**Regulation 4440** Establishes the standards and procedures by which employees are evaluated

**Regulation 4428** Establishes procedures for the use of the student opinion survey in teacher self-assessment

**Regulation 4461** Governs the grievance procedure

**Regulation 4293** Defines grounds for dismissal

## **INTRODUCTION**

This handbook provides the most current information on the evaluation process. The performance assessment and evaluation process is for all teacher-scale employees. The major components of the process are explained in this handbook. They include the following: the five standards of performance, the performance guidelines and expectations, the evaluation cycle, and assessment and evaluation procedures. A glossary is provided to clarify terms used in the context of performance assessment and evaluation. The appendices provide general information and samples of the various reports and forms used for all teacher-scale employees.

## **GOALS**

The assessment and evaluation process for all teacher-scale employees is based on the belief that evaluation is a collaborative endeavor between the evaluator and teacher for encouraging professional growth and improvement of instruction. The process

- offers professional growth opportunities for all teachers.
- provides support for teachers and administrators.
- recognizes teaching performance that exceeds guidelines/expectations.
- gives special assistance to teachers in need of improvement.
- provides intensive assistance to teachers with conditional reappointments.
- identifies teachers not meeting guidelines/expectations.

## STANDARDS OF PERFORMANCE

The five standards of performance for teachers are used by evaluators and teachers in the assessment and evaluation process. These standards state what is expected of teachers in Fairfax County Public Schools. All standards are essential to successful performance. Guidelines and expectations accompany standards and provide a framework for how each standard can be met. Standards, guidelines, and expectations for teachers are in Appendix B.

The standards of performance are

1. **Planning and Assessment**
2. **Instruction**
3. **Learning Environment**
4. **Human Relations and Communication Skills**
5. **Professionalism**

## PERFORMANCE ASSESSMENT AND EVALUATION

The performance assessment and evaluation process is used to identify how full-time and part-time teachers have implemented successfully the guidelines and expectations for the five standards of performance. The evaluator makes an assessment following the completion of all required data collection based upon meeting, exceeding, or not meeting the guidelines. When determining evaluation assessments, the evaluator must consider the data collections and communications with the teacher which occurred during the evaluation. The evaluation of performance within the 22 guidelines will result in a contractual recommendation of reappointment, conditional reappointment, or do not reappoint.

Evaluators will judge each of the 22 guidelines as meeting, exceeding, or not meeting levels of performance on the midyear assessment form and the final evaluation form. Meeting expectations reflects a high standard of performance. Teachers who exceed expected levels of performance positively influence the performance of other staff members. They lead by example, bring about positive change, and modify the behavior of others. A teacher who exceeds guidelines is one who consistently

- **initiates** successful new methods of instruction and/or solutions to problems.
- **innovates** by using a wide range of resources, creative lessons, and positive classroom management techniques to meet students' needs.
- **involves** students, colleagues, administrators and/or parents in developing and implementing educational plans and programs.

A teacher receiving a recommendation for reappointment may have specific guidelines and expectations identified for improvement in the diagnostic focus section of the final evaluation form. At the evaluator's direction, the teacher must develop an improvement plan that meets the evaluator's approval. Upon satisfactory completion of the improvement plan, related improvement plan documents shall be removed from the local site file at the teacher's request. If the teacher fails to improve, the evaluator shall place the teacher in the formal evaluation cycle. (Improvement plan samples are on pages 30-33.)

When a conditional reappointment is recommended, an intervention team will be formed and an intervention work plan developed. The teacher will be evaluated again the next year. The teacher's salary step for the next year will remain the same as for the current year. The teacher must receive a reappointment recommendation or dismissal will be recommended. A second conditional reappointment recommendation is not an option.

## EVALUATION CYCLE

Annual contract teachers are evaluated each year until they receive continuing contract status. Continuing contract teachers are evaluated on a three-year cycle; that means one year on evaluation and two years without evaluation.

When teachers transfer to a new work site, their evaluation cycle remains unchanged. However, an evaluator may elect to place any teacher in the formal evaluation cycle at any time.

At the beginning of each school year, the principal or program manager shall devote a portion of at least one total staff or faculty meeting to the process and procedures of assessment and evaluation. This meeting should be held within the first 30 calendar days of the teachers' school year. If new teachers are hired after the assessment orientation, the evaluator shall provide them with a similar introduction regarding the process. A video is available as part of the orientation process.

The following groups of teachers are scheduled for formal evaluation:

- Teachers new to FCPS hired before December 1.
- Teachers new to FCPS hired during the previous school year after November 30.
- Teachers on annual contracts.
- Teachers in the evaluation year of their three-year cycle.
- Teachers returning to FCPS after more than a one-year leave of absence.
- Teachers receiving a conditional reappointment during the previous school year.
- Teachers placed on cycle by the evaluator.
- Teachers on a one-year only contract.



## ASSESSMENT AND EVALUATION PROCEDURES

All teachers are held to the same standards of performance, although the data collections may vary. Assessment procedures include the following:

- Overview of the process
- Teacher self-assessment
- Self-assessment conference
- Classroom observation by the evaluator (formal observation or drop-in visits)
- Midyear assessment conference to review performance and provide an interim assessment of performance
- Additional data collection with written feedback
- A final evaluation
- Final evaluation conference if requested by the teacher or evaluator

Additional data collection activities can be used to provide substantive information about a teacher's performance. (See page 5.) The evaluator may conduct as many data collection activities as are necessary to ensure appropriate instructional supervision. Assistance shall be available to the teacher upon the request of the teacher or the evaluator.

**Note: A school-based technology specialist (SBTS) works primarily with adult learners; therefore, an SBTS may be observed conducting an adult training session.**

## DATA COLLECTION FOR TEACHER ASSESSMENT AND EVALUATION

Collecting evidence to evaluate teachers through a variety of sources is integral to the assessment process. The following list includes some, but not all, of the sources of assessment data that the evaluator considers when writing the final evaluation report. The data below can be used for assessment as long as it is shared with the teacher during the process.

- Observation reports by evaluator/observer
- Observation of adult training
- Written feedback from formal observations/drop-in visits
- Structured interviews
- Written communications initiated by teacher (notes, memos, letters, newsletters, Back-to-School Night materials)
- Written communications about the teacher (letters from parents, volunteers, business, and community representatives; citations from organizations; memos from school system personnel)
- Documentation of the teacher's involvement in school and professional activities (meeting agendas, presentation evaluations, activity results)
- Transcripts or certificates of participation
- Review of records (plan book, grade book, portfolios, teacher-prepared materials, grading policy, class management plan, student records)
- Feedback from conferences
- Pattern of discipline referral and follow-up
- Requests for student placement
- Logs/records of training and assistance provided to learners
- Plans provided to substitutes
- Shadowing
- Conference notes, phone logs of contacts, e-mail communications

**Note: Teachers may submit written comments as a response to any data collection; such comments should be kept with the assessment data in the local site file.**

## SELF-ASSESSMENT AND CONFERENCE

The performance assessment and evaluation process begins with a self-assessment and conference. The teacher completes the self-assessment form and submits it to the evaluator in advance of the conference. The completed self-assessment form is not a data collection. However, a written summary of the conference by the evaluator is a data collection. A copy of the teacher self-assessment form is provided in Appendix C.

## MIDYEAR ASSESSMENT

The evaluator ordinarily will conduct a midyear assessment conference with each teacher being evaluated. The date may be adjusted in extenuating circumstances to represent a midpoint of the evaluation period. Guidelines where expected performance levels have not been met must be identified. The evaluator will provide a clear description of performance guidelines and expectations based upon written feedback shared with the teacher to that date. A copy of the teacher midyear assessment form is provided in Appendix D.

## FINAL EVALUATION

Upon completion of the performance assessment evaluation process, the evaluator, after carefully considering all assessment data, completes the final evaluation form.

Final evaluations will provide teachers a profile of their performance based on the five standards and the accompanying 22 guidelines (meeting, exceeding, or not meeting expected levels of performance). Reappointment, Conditional Reappointment, or Do Not Reappoint will be recommended based upon performance assessment.

The evaluator or teacher may request a conference to discuss the evaluation. A copy of the teacher final evaluation form is provided in Appendix E.

Teacher evaluations include pertinent information for standards 1-5 gathered during and between cycles, including but not limited to, job competence and professional behavior.

## FINAL EVALUATION: DIAGNOSTIC FOCUS

Final evaluations will provide teachers with areas on which to focus for professional growth or improvement of instruction. Areas for growth are to be addressed as goals for professional development during years in which the teacher is not formally evaluated.

**Improvement Plan.** A teacher receiving a recommendation for reappointment with areas for improvement identified in the diagnostic focus will develop, at the evaluator's discretion, an improvement plan that will be approved, monitored, and assessed by the evaluator during the following year. In approving the plan, the evaluator will identify performance expectations based on the standards of performance. (See Appendix I.)

## **FINAL EVALUATION: DIAGNOSTIC FOCUS** (Continued)

These guidelines must be followed:

- The teacher develops an improvement plan based upon areas of improvement identified in the diagnostic focus of the final evaluation.
- The teacher presents an improvement plan to the evaluator for approval.
- The teacher works on the identified areas of improvement, and the evaluator monitors the teacher's progress.
- The teacher and evaluator meet to discuss the status of the improvement plan.
- The teacher and evaluator meet to discuss the completion of the improvement plan.
- The evaluator provides the teacher with written feedback on the final results of the improvement process.

NOTE: At any time, regardless of a teacher's evaluation cycle, the evaluator may ask a teacher to develop an improvement plan for a prescribed period of time addressing identified guidelines not meeting expectations.

A first- or second-year annual contract teacher completing an improvement plan will be on cycle to be evaluated the next year. However, a continuing contract teacher who successfully completes an improvement plan will not be placed in the formal evaluation cycle. If the continuing contract teacher makes the identified improvement, the evaluator should include in the summary memo areas for professional growth to be addressed in the years until the teacher's next formal evaluation. If the teacher fails to improve, the evaluator will provide written notice to the teacher that he or she will be placed in the formal evaluation cycle.

## **FINAL EVALUATION: CONDITIONAL REAPPOINTMENT**

**Intervention Program.** FCPS provides planned and sustained assistance to teachers whose performance does not meet expectations and, who, consequently, receive a conditional reappointment. Therefore, teachers who receive a conditional reappointment may participate in an intervention program and will be evaluated again the following school year.

The teacher's salary step for the next year will remain the same as for the current year. However, any applicable cost-of-living adjustment will not be affected. If the teacher receives a reappointment recommendation during the subsequent evaluation cycle, the salary step may be restored the following year as long as there are no additional budgetary constraints.

Teachers participating in the intervention program receive assistance from an intervention team to include the teacher, the team administrator, a curriculum designee, and a performance assessment specialist. The team will develop an intervention work plan with the teacher and will suggest ways for the teacher to implement the plan. Team members may make classroom observations and provide feedback to the teacher. Teachers should actively participate in the intervention team meetings and should identify specific needs for assistance.

The assessment and evaluation process continues while a teacher is in the intervention program. The evaluation

process and the intervention process are distinct, separate, and confidential processes. They occur concurrently.

A teacher receiving a conditional reappointment must achieve a recommendation for reappointment on the next year's final evaluation or dismissal will be recommended. Receiving a subsequent conditional reappointment recommendation is not an option.

A teacher in the third year of his or her probationary period must receive a final evaluation recommendation of reappointment (excluding conditional reappointment) in order to achieve continuing contract status.

### **FINAL EVALUATION: DO NOT REAPPOINT**

Dismissal shall be recommended for teachers who are not recommended for reappointment.

Unsatisfactory performance will be defined in the final evaluation and the standards and guidelines that do not meet expectations will be outlined.

Notwithstanding any other provision of this section, any teacher on an annual contract may be dismissed or his or her contract may not be renewed if a contractual recommendation of Do Not Reappoint is received. Nothing in Regulation 4440 shall be construed to provide due process rights to an annual contract teacher or to require cause for not renewing the contract of an annual contract teacher.

## **APPENDICES**

### STANDARDS OF PERFORMANCE

The following standards, guidelines, and expectations are to assist teacher-scale employees in their efforts to build greater expertise and to state what is expected of teachers in FCPS. All standards are essential to effective performance. Guidelines and expectations define standards and provide teachers a variety of ways to meet each standard. They enable teachers and evaluators to assess the quality of performance; they also serve as building blocks on which teachers can continue to expand their teaching repertoires. They are not intended to provide the evaluator a checklist to be used quantitatively. Expectations present examples of the ways the guidelines within a standard can be achieved.

The five standards and 22 guidelines are the same for all teacher-scale employees on professional contracts. However, for some evaluations the teacher and evaluator may agree to identify job-specific performance expectations within the existing guidelines. Modifications should be established at the self-assessment conference and reflected in the summary memorandum of that conference. Sample modifications may be found online at <http://www.fcps.edu/DHR/employees/evaluations/index.htm>

**STANDARDS OF PERFORMANCE, GUIDELINES, AND EXPECTATIONS**

**PLANNING AND ASSESSMENT**

**1. The teacher plans instruction to meet individual, group, and program needs.**

The teacher . . .

- a. establishes both short-term and long-range objectives based upon the FCPS Program of Studies and the state's Standards of Learning.
- b. considers student needs and readiness in planning appropriate strategies for achieving short-term and long-range objectives.
- c. develops appropriate and effective strategies and activities that meet students' needs and achieve objectives.
- d. plans instruction appropriate to the developmental needs of all students.
- e. assists students in planning, organizing, and preparing for assignments, long-range projects, and tests.
- f. demonstrates efficient time-management and organizational skills.

**2. The teacher selects appropriate resources to meet individual, group, and program needs.**

The teacher . . .

- a. creates and uses assessments that match and reflect planned objectives.
- b. arranges/adapts classroom to accommodate individual and group learning needs.
- c. organizes materials, resources, and equipment and assesses their effectiveness for class use.

**3. The teacher identifies and communicates specific student performance expectations.**

The teacher . . .

- a. utilizes assessment procedures to determine changes needed during instructional delivery.
- b. uses assessment information to remediate, reteach, or extend teaching to meet individual and/or group needs.
- c. communicates student progress and/or assessment information to students, parents, and appropriate staff members in an efficient and timely manner.

**4. The teacher documents student learning using appropriate assessment instruments.**

The teacher . . .

- a. applies a knowledge of current assessments.
- b. documents student learning using appropriate assessment instruments and student products.
- c. maintains records that are accurate and appropriate to purpose.
- d. involves students in assessing their own progress.



## INSTRUCTION

### **1. The teacher demonstrates an understanding of subject area.**

The teacher . . .

- a. communicates the belief that all students can learn.
- b. keeps current with the field and applies knowledge of research to the instructional program.
- c. implements lessons that support the Program of Studies and Standards of Learning.
- d. demonstrates knowledge of technology as it relates to the curriculum.

### **2. The teacher creates learning experiences that make the subject matter meaningful for all students.**

The teacher . . .

- a. uses a variety of appropriate resources, technology, and materials in the content area.
- b. encourages the academic curiosity and critical thinking of students.
- c. relates curriculum to students in a meaningful manner.
- d. involves students in discovering, exploring, and appreciating the relationship between the subject and other disciplines.

### **3. The teacher understands how students differ in their approaches to learning.**

The teacher . . .

- a. recognizes individual differences and learning styles and adjusts practice as appropriate.
- b. selects objectives to match students' needs and developmental levels.
- c. uses a variety of teaching methods and techniques that reflect current research.

### **4. The teacher is able to differentiate instruction to meet students' diverse needs.**

The teacher . . .

- a. uses appropriate materials and technology that match the learning styles of students.
- b. utilizes flexible grouping practices to respond to diverse needs.
- c. encourages students to identify strengths while developing all areas of competence.

### **5. The teacher uses a variety of materials, resources, and technology that promote the development of critical thinking, problem-solving, and performance skills.**

The teacher . . .

- a. evaluates materials for accuracy, currency, and student interest.
- b. provides students with multimedia materials that are appropriate and challenging for all instructional levels.
- c. encourages and guides the development of problem-solving skills and independent thinking.
- d. uses a variety of questioning techniques to ensure a challenging environment.
- e. demonstrates competence in technology usage.

**6. The teacher selects, evaluates, and refines a variety of teaching methods and strategies for active student participation and improvement of student learning.**

The teacher . . .

- a. paces instruction appropriately and reteaches material based on assessment.
- b. uses questioning strategies effectively.
- c. implements curriculum experiences to encourage students to reflect on and assume responsibility for their own learning.
- d. solicits comments, questions, examples, and other contributions from students throughout lessons.
- e. provides opportunities for guided and independent practice.
- f. responds positively to student questions.
- g. implements instructional opportunities in which students are interacting with ideas, materials, teachers, and one another.

## LEARNING ENVIRONMENT

### **1. The teacher communicates expectations clearly.**

The teacher . . .

- a. communicates lesson objectives.
- b. communicates clearly in writing and speaking.
- c. models enthusiasm for and engagement in learning.
- d. expects students to demonstrate an understanding of expectations.
- e. expects students to demonstrate enthusiasm and engagement in learning.

### **2. The teacher manages student behavior.**

The teacher . . .

- a. establishes expectations and consequences for student behavior.
- b. communicates expectations of student behavior to students and parents.
- c. enforces rules consistently.
- d. manages disruptive situations as they occur.

### **3. The teacher maintains the momentum of instruction.**

The teacher . . .

- a. handles administrative routines efficiently.
- b. involves students in the efficient operation of the classroom.
- c. captures and sustains students' interests.
- d. organizes materials and supplies.
- e. structures smooth transitions.
- f. manages classroom procedures to maximize academic learning time.
- g. manages instructional groups.
- h. encourages students to demonstrate responsibility.

### **4. The teacher monitors student understanding.**

The teacher . . .

- a. uses various forms of ongoing assessment to monitor the effectiveness of instruction.
- b. identifies student confusion.
- c. modifies instruction based on student understanding.
- d. provides continuous and meaningful feedback.
- e. models and encourages the use of self-assessment strategies.
- f. enables students to participate actively in the lesson.
- g. encourages students to use strategies for monitoring their own learning.

**5. The teacher ensures a supportive learning environment.**

The teacher . . .

- a. creates a learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation.
- b. organizes and maintains a physical setting that minimizes disruption and promotes learning and safety.
- c. establishes expectations and consequences for student behavior.
- d. communicates expectations and consequences for student behavior to students and parents.
- e. consistently enforces rules.
- f. uses/adapts space for different instructional purposes at different times, matched to curricular goals as well as student needs.
- g. expects students to maintain a safe learning environment.
- h. encourages students to demonstrate the confidence to explore and question.

## HUMAN RELATIONS AND COMMUNICATION SKILLS

### 1. The teacher creates and maintains a positive classroom climate.

The teacher . . .

- a. communicates high academic expectations for all learners.
- b. communicates high behavior expectations for all learners.
- c. accommodates multicultural and individual differences.
- d. encourages students to develop an awareness of and appreciation for all cultures.
- e. responds to requests for assistance promptly and efficiently.
- f. encourages student initiative and expression in speaking, writing, and other media.
- g. incorporates principles of equal opportunity and non-discrimination into classroom management.
- h. encourages risk-taking.
- i. provides opportunities for success and meaningful positive recognition.
- j. establishes relationships with students that demonstrate integrity, fairness, humor, courtesy, respect, active listening, consistency, and trust.
- k. models effective verbal and non-verbal communication skills.
- l.
- m. promotes positive interpersonal relationships.

### 2. The teacher forges partnerships with parents that foster learning and well-being at home and at school.

The teacher . . .

- a. promotes positive home/school relationships.
- b. encourages collaborative partnerships with parents to support opportunities for student success.
- c. ensures consistent and timely communication with parents.
- d. demonstrates flexibility in planning meetings with parents.
- e. encourages parental involvement in classroom and school activities.
- f. handles confidential information and sensitive situations professionally and with discretion.
- g. communicates successfully with parents from diverse cultural backgrounds.

### 3. The teacher builds positive relationships within the school and community.

The teacher . . .

- a. establishes working relationships that demonstrate integrity, sensitivity, fairness, humor, courtesy, respect, and active listening.
- b. uses acceptable written and oral language.
- c. works cooperatively with appropriate school personnel to assist students in reaching their goals.
- d. uses available resources to support students with physical, intellectual, or emotional needs.
- e. works cooperatively with appropriate school personnel to address issues that impact instruction, academic achievement, and school climate.

## PROFESSIONALISM

### **1. The teacher demonstrates a consistent and professional attitude toward the accomplishment of division, program, and building-level goals.**

The teacher . . .

- a. participates actively and constructively in program development, change, and implementation of schoolwide goals at all levels.
- b. demonstrates personal integrity based upon positive professional and ethical standards.
- c. demonstrates professional judgment in dealing with confidential information.
- d. meets contractual obligations.
- e. fulfills professional responsibilities in a timely manner.

### **2. The teacher works in a collegial and collaborative manner with peers, school personnel, and the community to support and promote student learning and program evaluation.**

The teacher . . .

- a. participates in school activities as appropriate to assist students and enhance school image.
- b. shares expertise and new ideas with colleagues.
- c. provides additional opportunities for students to receive academic assistance.
- d. participates in or sponsors student, teacher, school, division, and/or community activities or events.
- e. participates in staff development opportunities and shares expertise.

### **3. The teacher takes responsibility for and participates in a meaningful and continuous process of professional development that results in student progress.**

The teacher . . .

- a. participates in professional growth activities which may include conferences, workshops, course work, and/or membership in professional organizations.
- b. maintains a high level of personal knowledge regarding new developments and techniques, including technology, in the field of professional specialization.
- c. engages in ongoing self-assessment.
- d. uses appropriate resources to grow professionally.
- e. maintains proper licensure and certification.

### **4. The teacher fulfills educational leadership roles.**

The teacher . . .

- a. seeks opportunities to serve as a collaborator, mentor, coach, presenter, or researcher to foster the development of teachers.
- b. supports student, teacher, school, division, and/or community events that support school goals.
- c. serves as an appropriate role model.
- d. seeks opportunities to provide service to the profession, division, and the community.



**Fairfax County Public Schools  
TEACHER SELF-ASSESSMENT**

Teacher's Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_  
 School \_\_\_\_\_ Evaluation Year \_\_\_\_\_  
 Grade/Subject \_\_\_\_\_

<b>PLANNING AND ASSESSMENT</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher plans instruction to meet individual, group, and program needs.			
The teacher selects appropriate resources to meet individual, group, and program needs.			
The teacher identifies and communicates specific student performance expectations.			
The teacher documents student learning using appropriate assessment instruments.			

<b>INSTRUCTION</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher demonstrates an understanding of subject area.			
The teacher creates learning experiences that make the subject matter meaningful for all students.			
The teacher understands how students differ in their approaches to learning.			
The teacher is able to differentiate instruction to meet students' diverse needs.			
The teacher uses a variety of materials, resources, and technology that promote the development of critical thinking, problem-solving, and performance skills.			
The teacher selects, evaluates, and refines a variety of teaching methods and strategies for active student participation and improvement of student learning.			

<b>LEARNING ENVIRONMENT</b>			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher communicates expectations clearly.			
The teacher manages student behavior.			
The teacher maintains the momentum of instruction.			
The teacher monitors student understanding.			
The teacher ensures a supportive learning environment.			

**HUMAN RELATIONS AND COMMUNICATION SKILLS**

	DOES NOT MEET	MEETS	EXCEEDS
The teacher creates and maintains a positive classroom climate.			
The teacher forges partnerships with parents that foster learning and well-being at home and at school.			
The teacher builds positive relationships within the school and community.			

**PROFESSIONALISM**

	DOES NOT MEET	MEETS	EXCEEDS
The teacher demonstrates a consistent and professional attitude toward the accomplishment of division, program, and building-level goals.			
The teacher works in a collegial and collaborative manner with peers, school personnel, and the community to support and promote student learning and program evaluation.			
The teacher takes responsibility for and participates in a meaningful and continuous process of professional development that results in student progress.			
The teacher fulfills educational leadership roles.			

**Comments:****Distribution:****Copy – Teacher****Copy – Evaluator**





Fairfax County Public Schools  
TEACHER MIDYEAR PERFORMANCE ASSESSMENT

Teacher's Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_  
 School \_\_\_\_\_ Evaluation Year \_\_\_\_\_  
 Grade/Subject \_\_\_\_\_

PLANNING AND ASSESSMENT			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher plans instruction to meet individual, group, and program needs.			
The teacher selects appropriate resources to meet individual, group, and program needs.			
The teacher identifies and communicates specific student performance expectations.			
The teacher documents student learning using appropriate assessment instruments.			

INSTRUCTION			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher demonstrates an understanding of subject area.			
The teacher creates learning experiences that make the subject matter meaningful for all students.			
The teacher understands how students differ in their approaches to learning.			
The teacher is able to differentiate instruction to meet students' diverse needs.			
The teacher uses a variety of materials, resources, and technology that promote the development of critical thinking, problem-solving, and performance skills.			
The teacher selects, evaluates, and refines a variety of teaching methods and strategies for active student participation and improvement of student learning.			

LEARNING ENVIRONMENT			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher communicates expectations clearly.			
The teacher manages student behavior.			
The teacher maintains the momentum of instruction.			
The teacher monitors student understanding.			
The teacher ensures a supportive learning environment.			

**HUMAN RELATIONS AND COMMUNICATION SKILLS**

	DOES NOT MEET	MEETS	EXCEEDS
The teacher creates and maintains a positive classroom climate.			
The teacher forges partnerships with parents that foster learning and well-being at home and at school.			
The teacher builds positive relationships within the school and community.			

**PROFESSIONALISM**

	DOES NOT MEET	MEETS	EXCEEDS
The teacher demonstrates a consistent and professional attitude toward the accomplishment of division, program, and building-level goals.			
The teacher works in a collegial and collaborative manner with peers, school personnel, and the community to support and promote student learning and program evaluation.			
The teacher takes responsibility for and participates in a meaningful and continuous process of professional development that results in student progress.			
The teacher fulfills educational leadership roles.			

**Comments:**

**MIDYEAR RECOMMENDATION:**

**Reappointment**
                         
  **Conditional Reappointment**
                         
  **Do Not Reappoint**

**Signature of Principal/Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Teacher and evaluator signatures are required. The teacher’s signature indicates that the teacher has seen the midyear assessment form but does not imply agreement with the midyear assessment.

---

I have read this midyear assessment. I understand that I may attach comments to this midyear assessment.

**Signature of Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Distribution:**                      **Original – Local Site File**                      **Copy - Teacher**



Fairfax County Public Schools  
TEACHER FINAL EVALUATION

Teacher's Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_  
 School \_\_\_\_\_ Evaluation Year \_\_\_\_\_  
 Grade/Subject \_\_\_\_\_

PLANNING AND ASSESSMENT			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher plans instruction to meet individual, group, and program needs.			
The teacher selects appropriate resources to meet individual, group, and program needs.			
The teacher identifies and communicates specific student performance expectations.			
The teacher documents student learning using appropriate assessment instruments.			

INSTRUCTION			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher demonstrates an understanding of subject area.			
The teacher creates learning experiences that make the subject matter meaningful for all students.			
The teacher understands how students differ in their approaches to learning.			
The teacher is able to differentiate instruction to meet students' diverse needs.			
The teacher uses a variety of materials, resources, and technology that promote the development of critical thinking, problem-solving, and performance skills.			
The teacher selects, evaluates, and refines a variety of teaching methods and strategies for active student participation and improvement of student learning.			

LEARNING ENVIRONMENT			
	DOES NOT MEET	MEETS	EXCEEDS
The teacher communicates expectations clearly.			
The teacher manages student behavior.			
The teacher maintains the momentum of instruction.			
The teacher monitors student understanding.			
The teacher ensures a supportive learning environment.			

### HUMAN RELATIONS AND COMMUNICATION SKILLS

	DOES NOT MEET	MEETS	EXCEEDS
The teacher creates and maintains a positive classroom climate.			
The teacher forges partnerships with parents that foster learning and well-being at home and at school.			
The teacher builds positive relationships within the school and community.			

### PROFESSIONALISM

	DOES NOT MEET	MEETS	EXCEEDS
The teacher demonstrates a consistent and professional attitude toward the accomplishment of division, program, and building-level goals.			
The teacher works in a collegial and collaborative manner with peers, school personnel, and the community to support and promote student learning and program evaluation.			
The teacher takes responsibility for and participates in a meaningful and continuous process of professional development that results in student progress.			
The teacher fulfills educational leadership roles.			

**Comments:**

**Diagnostic Focus:**

**FINAL RECOMMENDATION:**

Reappointment
  Conditional Reappointment
  Do Not Reappoint

**Printed Name of Principal/Evaluator:** \_\_\_\_\_

**Signature of Principal/Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Teacher and evaluator signatures are required. The teacher's signature indicates that the teacher has seen the completed evaluation form and attached report but does not imply agreement with the evaluation conclusion.

---

I have read this evaluation report. I understand that I may attach additional comments to this report.

**Signature of Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Distribution:**      **Original – HR File**                      **Copy - Local Site File**                      **Copy – Teacher**

### SAMPLE STRUCTURED INTERVIEW QUESTIONS FOR TEACHERS

The structured interview is designed to gather information about how a teacher's duties are performed. **It is suggested that evaluators select one or two sample questions from each standard and/or create questions of their own.** The evaluator will provide a period of time (e.g., two weeks) for the teacher to respond in writing to the questions provided. The evaluator will consider the responses, conduct a conference, and provide written feedback to the teacher. The structured interview may be a component of the self-assessment conference that begins the assessment process. The questions may also be used at any other time.

When developing structured interview questions for counselors, media specialists, and school-based technology specialists, refer to the sample expectations applicable to these positions listed in Appendix L.

#### STANDARD 1: Planning and Assessment

- How have you applied your knowledge of POS, SOL, AP, or IB objectives to the planning, implementation, and assessment of instructional programs?
- Describe the factors you consider and the methods you use to formulate objectives.
- How do you use standardized test results and informal assessment information to make decisions about instruction?
- What assessment strategies do you use to determine changes needed in your instructional delivery?
- How do you use assessment data to reteach and remediate to meet individual needs?
- How do you modify assessment strategies to meet the needs of diverse learners?
- Outline your use of technology to track student performance.
- Describe how you assess individual and group needs and how you prescribe appropriate strategies to meet those needs.
- Based on current assessment data, what long- and short-term objectives have you formulated for students this year?
- Describe your record-keeping procedures.
- Describe your time management and organizational strategies.

#### STANDARD 2: Instruction

- Describe your efforts to master and support the POS and SOLs in your field.
- How do you differentiate instruction to meet the diverse needs of your students?
- Describe how you relate curriculum in a meaningful manner and provide opportunities for students to make real-world connections from their learning.
- Given your current student population, describe your presentation modes for introducing new material.
- How do you help students learn how to use effective collaboration and communication skills in learning situations?
- Describe how you work with administrators and colleagues to identify instructional needs and concerns.

## **STRUCTURED INTERVIEW FOR TEACHERS**

(Continued)

- Describe how you create, select, adapt, access, and/or organize materials and equipment to facilitate learning.
- Describe any curriculum or multi-media materials you have utilized and explain the instructional impact.
- How do you encourage students to develop problem-solving skills and independent thinking?
- What methods do you use to solicit comments, questions, examples, and other contributions from students throughout lessons?

### **STANDARD 3: Learning Environment**

- How do you communicate lesson objectives?
- How have you established and communicated clear expectations for student behavior to both students and their parents?
- Describe how you managed a disruptive situation that occurred.
- How do you establish and manage classroom procedures to maximize academic learning time?
- How do you use ongoing, mid-lesson assessment to monitor effectiveness of instruction?
- How do you ensure active student participation in your lessons?

### **STANDARD 4: Human Relations and Communication Skills**

- How do you ensure consistent communication with students, staff, parents, and the community?
- Describe how you handled a difficult human relations or communication problem.
- How do you promote positive home/school relationships?
- How do you communicate high expectations for student behavior?
- How do you provide opportunities for success and meaningful positive recognition?
- How do you work cooperatively with appropriate school personnel to assist students in reaching their goals?

### **STANDARD 5: Professionalism**

- How have you participated actively and constructively in the development of your academic program and implementation of schoolwide goals?
- How have you shared your expertise and new ideas with colleagues?
- How do you provide additional opportunities for students to receive academic assistance?
- Describe your participation in staff development opportunities.

## **STRUCTURED INTERVIEW FOR TEACHERS**

(Continued)

- Describe your professional growth activities since your last evaluation.
- How do you engage in ongoing self-assessment?
- Describe any opportunities you have had to serve as a collaborator, mentor, coach, presenter, or researcher to foster the development of teachers.
- What steps have you taken to maintain proper licensure? (for teachers with a provisional license)

**Note: School-based technology specialists work primarily with adults. Any reference to student, participant, etc., should be interpreted as adult learner.**

**STUDENT OPINION SURVEY GUIDELINES**

The Student Opinion Survey is designed to provide feedback directly to the teacher regarding performance. The survey shall be administered by all high school teachers and be administered during the final month of one-semester courses and two-semester courses. Teachers may administer the survey at additional times during the year.

Students in grades 9-12 are the population to be surveyed. Teachers shall administer the survey, in class, for at least one section of each different course taught (as delineated by course identification numbers). Teachers may add questions regarding specific classes or topics not covered in the survey.

The survey is intended for use in teacher self-assessment. Information from the survey is confidential. A teacher shares the survey results with the evaluator at the teacher's discretion.

Note: The Student Opinion Survey is available in multiple languages. Please contact OEPD, Department of Human Resources, at 571.423.3250 for additional information.



**Fairfax County Public Schools**  
**TEACHER SELF-ASSESSMENT**  
**STUDENT OPINION SURVEY**

Class Period \_\_\_\_\_

The purpose of this survey is to share your ideas about how this class might be improved. You are encouraged to add your own comments and suggestions.

**Directions:** **Do not** put your name on the survey. Write your class period in the space provided above. Listed below are several statements about this class. Check your response to each statement in the column on the right. If you wish to comment, please write your comments in the space after the item or on the back of this sheet.

Questions	Check One	Comments
1. This class provides a good environment for learning.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
2. My teacher encourages me to do my best.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
3. Students in this class are treated fairly by the teacher.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
4. The way my grade is determined is fair.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
5. My teacher is usually well-prepared to teach this class.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
6. My teacher is usually available to help me after school.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
7. I am kept informed of how I am doing in this class.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
8. My teacher clearly states the things we are supposed to learn in this class.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
9. My teacher encourages us to ask and answer questions in this class.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
10. For me, the pace of instruction in this class is:	<input type="checkbox"/> About right <input type="checkbox"/> Too slow <input type="checkbox"/> Too fast	

## IMPROVEMENT PLAN GUIDELINES

An improvement plan is a plan developed by a teacher, with approval by the evaluator, which identifies appropriate strategies for improvement in identified guideline areas. An improvement plan requested in the **final evaluation** should be submitted to the teacher's evaluator for approval by **the end of the third week of the following school contract year**.

Regardless of cycle, the evaluator, at any time, may ask a teacher to develop an improvement plan for a prescribed period of time addressing identified guideline areas not meeting expectations.

An improvement plan includes the following components:

- goal(s)
- outcomes
- strategies
- resources (optional)
- review dates

Sample improvement plans are provided on the following pages.

### IMPROVEMENT PLAN

Name:  
School:

Date:  
Subject/Grade:

#### GOALS:

- Construct, organize, and maintain accurate, efficient, and retrievable record-keeping systems in reading. **(Standard 1: Planning and Assessment)**
- Use evaluation procedures to determine changes needed for instruction. **(Standard 1: Planning and Assessment)**
- Establish short-term and long-range plans based upon adequate assessment of the academic proficiency of students. **(Standard 1: Planning and Assessment)**
- Diagnose individual and group needs and implement appropriate strategies to meet those needs. **(Standard 1: Planning and Assessment)**

#### OUTCOMES:

- Documentation of use of a variety of assessment techniques in reading
- Demonstration of the alignment between assessment results and planning (short-term and long-term)
- Increased articulation of individual and group needs in reading

#### STRATEGIES:

- Utilize *Expanding Expectations* and other resources to develop meaningful assessments and track individual and group progress.
- Organize a notebook or folder for each student to record all assessment data.
- Work with the grade-level team to develop quarterly assessments based on POS and SOL objectives.
- Enroll in a reading class through My PLT such as Language Arts for Grades 3-6: Guided Reading.
- Read *Guided Reading* by Irene C. Fountas and Gay Su Pinnell.
- Meet weekly with the reading specialist to discuss strategies and seek assistance in dealing with the reading needs of individual students.
- Investigate computer-based record keeping.
- Observe other teachers using various assessment tools in language arts.

#### RESOURCES:

IS, PLA, Reading Specialist

#### REVIEW DATES:

1. Deadline - no later than (date)
2. Deadline - no later than (date)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Local Site File

**IMPROVEMENT PLAN**

Name:  
School:

Date:  
Subject/Grade:

**GOALS:**

**Standard 2: Instruction**

- Select, evaluate, and refine a variety of teaching methods and strategies for active student participation and improvement of student learning
- Differentiate instruction to meet diverse student needs
- Understand how students differ in their approaches to learning

**OUTCOMES:**

- Documented evidence of active participation of students in learning process
- Demonstration of a variety of learning modalities available for students
- Lesson objectives matched to students’ needs and learning styles

**STRATEGIES:**

- Read *Fullfilling the Promise of the Differentiated Classroom* by Carol Tomlinson.
- Attend a PALS workshop to become aware of teaching strategies that prepare students for performance-based assessment.
- Discuss interactive teaching strategies with the department chair.
- Consult with a special education specialist for a better understanding of effective teaching strategies for special education students.
- Observe a foreign language teacher experienced with accommodating learning and teaching styles.

**RESOURCES:**

Curriculum Specialist, PLA

**REVIEW DATES:**

1. Deadline – no later than (date)
2. Deadline – no later than (date)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Local Site File

## IMPROVEMENT PLAN

Name  
School

Date  
Grade/Subject

### **Goal One: Instruction**

Create a systematic approach to vocabulary using words based in classroom readings and a vocabulary development program. Assist students in becoming better readers as they increase their knowledge of words.

### **Outcomes**

Student comprehension of literature in class will improve due to knowledge of key words before reading begins.

### **Strategies**

As a standard part of the introduction to each class reading, I will review the piece for appropriate words for vocabulary development in advance of the lesson. They will be introduced as part of directed reading activities completed prior to reading the story. Students will learn and review the words utilizing a variety of methods (definitions, sentence use, peer teaching, and illustrations). Mastery will be part of the normal testing of the reading.

To improve performance on standardized tests, I will also use the Sadlier/Oxford Building Vocabulary, Series E. Students will work on sentence completion and analogy activities as they increase their vocabulary.

### **Reference Materials:**

*Do I Really Have to Teach Reading?* by Chris Tovani

*Teaching Literacy to Students with Significant Disabilities* by June E. Downing

*Seeing All Kids As Readers* by Christopher Kliewer

### **Goal Two: Human Relations and Communication Skills**

Enhance student performance by increasing the level of contact with the parents and guardians of students.

### **Outcomes**

Increased communication will increase family involvement and translate into improved performance, especially for students experiencing motivational difficulty. At the least, I would expect one contact or conference with a family to elicit surprise at the level of student grades and success.

### **Strategies**

I plan to initiate several steps to increase communication with families:

1. Distribute my school e-mail address at Back-to-School Night to open an efficient path for communication.
2. Immediately contact the parents of any student whose class average has decreased a full grade or more.
3. Make a point of contacting one parent per week to discuss successful student progress.
4. Maintain a log of contacts with the parents of all students with D/F averages.
5. Maintain my Blackboard site up to date as another tool for communication.

**Review Dates**

1. No later than (date)
2. No later than (date)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Local Site File