



# Human Resource Services

## Certificated Teacher

### (Content Standard) Option 1 Formative/Summary Evaluation (Confidential)

School Year: \_\_\_\_\_

Teacher: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

School: \_\_\_\_\_ Position/Assignment: \_\_\_\_\_

Status:     Temporary (Adult Ed.)     1<sup>st</sup> Year Probation     2<sup>nd</sup> Year Probation     Permanent

The purpose of this instrument is to recognize teacher performance and support the teacher’s professional growth. This instrument honors the SCTA contract. The Evaluator will check the category that characterizes the teacher’s performance in each area below. Comments and suggestions for each area are encouraged.

<b>TEACHER PERFORMANCE AREAS</b>	Exceeds Performance Standards	Consistent With Performance Standards	Working to Meet Performance Standards	Does Not Meet Performance Standards
1. Engage and support all students in learning by using a variety of instructional strategies to respond to students’ diverse needs.				
<i>Comments:</i>				
2. Create and maintain effective environments for student learning by planning and implementing classroom procedures and routines that support student learning and positive behaviors.				
<i>Comments:</i>				
3. Understand and organize subject matter by using district-provided curriculum/materials and/or standards aligned resources to make subject matter accessible to all students.				
<i>Comments:</i>				
4. Plan instruction and design learning experiences for all students by sequencing instructional activities and materials for student learning.				
<i>Comments:</i>				
5. Assess and evaluate student learning to guide instruction, and communicate progress with students, families, and appropriate staff.				
<i>Comments:</i>				
6. Contribute to the teaching and learning environment by fulfilling extra duties as assigned, attending required meetings, maintaining resources and equipment, and assisting in maintaining acceptable student behavior outside of classroom.				
<i>Comments:</i>				

**Recommendations for Professional Goals:**

**Specific Recommendations Made to Employee for Improving Performance** (required for any employee who is not meeting performance standard in any area): If the fourth column from the teacher performance areas is checked, the evaluator must indicate what areas do not meet performance standards. The evaluator and teacher shall develop an improvement plan following the evaluation addressing those areas needing improvement.

**Commendations:**

**Recommendation: I recommend this employee be:**

\_\_\_\_\_ Continued in the service of the district.

\_\_\_\_\_ Reassigned \_\_\_\_\_

\_\_\_\_\_ Released from the service of the district.

\_\_\_\_\_ Check here if additional material is submitted as part of this evaluation report.

\_\_\_\_\_  
Signature of Principal or Administrator in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Employee's Acknowledgment:**

I have read this report, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. It is understood that I am accountable only to the extent that I have control over the factors which contribute to the reaching of these goals and objectives.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Witness's Verification** (to be used if employee is unwilling to sign): I certify that a copy of this report was presented to the employee named on the first page on (date) \_\_\_\_\_.

\_\_\_\_\_  
Witness Signature