

TEACHER PERFORMANCE EVALUATION A4 TEMPLATE



Name	Position	Date	Grade(s) Taught
Hours per Week	Observation Dates	Review Dates	Subjects Taught

SCORING: Please tick an appropriate box for each evaluation item according to the score below.

1. Performance in this area is unsatisfactory / Not meeting Standards.
2. Satisfactorily meets standards of expectations most of the time.
3. Satisfactorily meets standards of expectations all of the time.

A. PLANNING	1	2	3
a. Systematically plans for instruction.	<input checked="" type="checkbox"/>		
b. Assesses students on course objectives as required.		<input checked="" type="checkbox"/>	
c. Provides for instruction of students with exceptional needs.		<input checked="" type="checkbox"/>	

EVALUATOR COMMENTS:

B. INSTRUCTIONAL TECHNIQUES AND STRATEGIES	1	2	3
a. Selects appropriate lesson objectives for curricular adherence and/or student level.	<input checked="" type="checkbox"/>		
b. Selects teaching methods and practices strategies appropriate to the accomplishment of the objective.		<input checked="" type="checkbox"/>	
c. Adjusts teaching techniques to meet the needs of the students.		<input checked="" type="checkbox"/>	
d. Presents materials clearly.		<input checked="" type="checkbox"/>	
e. Monitors student progress and understanding throughout the lesson/unit.	<input checked="" type="checkbox"/>		

EVALUATOR COMMENTS:

C. ADHERENCE TO CURRICULAR OBJECTIVES	1	2	3
a. Adheres to curricular objectives and goals while considering students individual differences.	<input checked="" type="checkbox"/>		
b. Uses appropriate instructional materials, as available.		<input checked="" type="checkbox"/>	
c. Provides for instruction of students with exceptional needs.		<input checked="" type="checkbox"/>	

EVALUATOR COMMENTS:

D. ESTABLISHMENT AND MAINTENANCE OF A SUITABLE LEARNING ENVIRONMENT	1	2	3
a. Provides an educational environment to reflect subject areas taught; stimulates student achievements.	<input checked="" type="checkbox"/>		
b. Maintains student discipline and classroom control consistent with school standards.		<input checked="" type="checkbox"/>	
c. Maintains an orderly and safe physical environment.		<input checked="" type="checkbox"/>	

EVALUATOR COMMENTS:

E. PROFESSIONAL ACTIVITIES	1	2	3
a. Employs grading practices which are consistent with school and national grade level policies.	<input checked="" type="checkbox"/>		
b. Provides plans and materials for substitutes.		<input checked="" type="checkbox"/>	
c. Keeps accurate, timely records and provide requested data from them.		<input checked="" type="checkbox"/>	
d. Communicates with students, parents, and other personnel in a professional manner.		<input checked="" type="checkbox"/>	
e. Participates in curriculum review and revision, and school plan development and implementation.			
f. Actively supports co-curricular and extra-curricular activities.	<input checked="" type="checkbox"/>		
g. Assumes responsibilities in accordance with school policies.	<input checked="" type="checkbox"/>		

EVALUATOR COMMENTS:

EVALUATOR OVERALL COMMENTS:

OVERALL RATING

Re-Employment recommendation:	RETAIN	RETAIN BUT MUST SHOW IMPROVEMENT	DO NOT RETAIN	REFER TO SCHOOL BOARD
SIGNATURE EVALUATOR	DATE	SIGNATURE EVALUATEE	DATE	