

STAFF EVALUATION REPORT

Staff Member:		Date:	
Assignment:		Evaluator:	
<input type="checkbox"/> Classroom Observation	Subject:		Period:
			Grade:
			<i>S = Satisfactory NI = Needs Improvement</i>
PLANNING & PREPARATION:	1. <i>Plans and organizes to promote learning.</i> 2. <i>Identifies content standards and lesson objectives.</i>		<input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> S <input type="checkbox"/> NI

INSTRUCTION:	1. <i>Communicates content with clear introduction, sequential development and definitive conclusion.</i>	<input type="checkbox"/> S <input type="checkbox"/> NI
	2. <i>Formally/informally assesses student understanding.</i>	<input type="checkbox"/> S <input type="checkbox"/> NI

Classroom Environment:

1. *Creates a safe and caring environment.*
2. *Models effective time management and organization.*
3. *Demonstrates control, consistency and fairness in student discipline.*

<input type="checkbox"/>	S	<input type="checkbox"/>	NI
<input type="checkbox"/>	S	<input type="checkbox"/>	NI
<input type="checkbox"/>	S	<input type="checkbox"/>	NI

PROFESSIONAL RESPONSIBILITIES:

1. *Demonstrates professionalism*
2. *Maintains accurate records and meets deadlines.*
3. *Contributes and responds to departmental, building and district communication and activities.*

<input type="checkbox"/>	S	<input type="checkbox"/>	NI
<input type="checkbox"/>	S	<input type="checkbox"/>	NI
<input type="checkbox"/>	S	<input type="checkbox"/>	NI

SUMMARY:

Evaluator's Signature:		Staff Member's Signature:	
Date:		Date:	
Conference Date:		Time:	
08/09/04	<i>Reviewed By: Principal</i>	<i>Asst. Super. Of Inst./Curriculum</i>	<i>Superintendent</i>