

# INSTRUCTIONS FOR COMPLETING EVALUATION CRITERIA FOR TEACHERS

1. This instrument shall be used by principals for the evaluation of the teaching staff.
2. If an improvement or an unsatisfactory rating is given, the evaluator shall make comments and suggestions for improvement.
3. If an item on the evaluation criteria is not evaluated, the evaluator should indicate "not evaluated" in comments.
4. The principal will give a copy of this instrument to each teacher at the beginning of each year.
5. All teachers will be evaluated annually by the principal.
6. Nontenured teachers should be evaluated a minimum of once each semester. The first evaluation should normally occur after October 1. Under normal circumstances a reasonable period of time shall elapse between each evaluation to allow for improvement.
7. Tenured teachers shall be evaluated a minimum of once each school year. The first evaluation should normally occur after October 1.
8. Additional evaluations for tenured and nontenured teachers may occur if the principal deems it necessary.
9. A conference with the teacher shall be held within five (5) days after the evaluation.

GADSDEN CITY SCHOOL SYSTEM

EVALUATION CRITERIA FOR TEACHERS

GADSDEN, ALABAMA

NAME	SCHOOL	DATE	GRADE AND/OR SUBJECT
(Please circle one per item)	The legend for evaluation will be S for satisfactory, N for needs improvement, U for unsatisfactory		EVALUATOR COMMENTS
	<b>A. COMPETENCE AND PERFORMANCE OF TEACHER</b>		
S   N   U	1. PHYSICAL ENVIRONMENT Room is attractive, comfortable, functionally arranged, neat		
S   N   U	2. EVIDENCE OF TEACHER PLANNING AND PREPARATION Materials are ready		
S   N   U	3. CLASSROOM ORGANIZATION Lessons are well organized and meaningful		
S   N   U	4. CLASSROOM ORGANIZATION Classes are supervised and instructed as scheduled		
S   N   U	4. CLASSROOM ORGANIZATION Time is used efficiently		
S   N   U	4. CLASSROOM ORGANIZATION Classroom procedures are organized		
S   N   U	4. PUPIL INVOLVEMENT AND INTERACTION Pupils participate in oral discussion, written work, listening activities and planning		
S   N   U	5. SUBJECT MATTER COMPETENCE Teacher competency of the subject matter is evident		
S   N   U	6. INDIVIDUALIZATION OF INSTRUCTION Provisions are made for individual differences		
S   N   U	7. METHODS, TECHNIQUES, AND PROCEDURES Classwork is interestingly varied		
S   N   U	8. STANDARDS OF ACHIEVEMENT Classwork is appropriate for the students and subject taught		
S   N   U	9. STANDARDS OF ACHIEVEMENT The teacher sets high standards and expectancy levels for each student		
S   N   U	9. PUPIL-TEACHER RAPPORT Mutual respect is evident in pupil/teacher interaction		
S   N   U	10. DISCIPLINE The teacher maintains control of students		
S   N   U	10. DISCIPLINE The teacher exercises good judgment in supervision of students		
S   N   U	11. MASTERY OF COMMUNICATIVE SKILLS The teacher writes, speaks and listens well		
S   N   U	11. MASTERY OF COMMUNICATIVE SKILLS The teacher is skilled in communicating with students of varying ability levels		
S   N   U	12. ACCURATE AND ADEQUATE RECORDS Required reports and records are accurate, up-to-date and submitted on time		
S   N   U	13. EVIDENCE OF PUPIL MOTIVATION AND LEARNING Students are actively involved in relating, questioning, analyzing, solving and evaluating		
S   N   U	14. TEACHER'S METHODS OF PUPIL EVALUATION Methods are fair, adequate, relative and objective		
S   N   U	14. TEACHER'S METHODS OF PUPIL EVALUATION Methods of testing and evaluation are educationally sound		
S   N   U	14. TEACHER'S METHODS OF PUPIL EVALUATION Grades can be verified		
S   N   U	14. TEACHER'S METHODS OF PUPIL EVALUATION Board policies are followed in posting grading procedures		
S   N   U	15. USE OF MATERIALS, EQUIPMENT AND FACILITIES Materials and equipment are appropriately selected, effectively used and readily accessible to students		
S   N   U	15. USE OF MATERIALS, EQUIPMENT AND FACILITIES Reasonable precaution is taken to protect materials, equipment and facilities		
	<b>B. PROFESSIONAL QUALIFICATIONS</b>		
S   N   U	1. Follows the Alabama State Board, Gadsden City Board and local policies and procedures		
S   N   U	2. Seeks self-improvement and participates in in-service activities		
S   N   U	3. Maintains good public relations		
S   N   U	4. Practices integrity, dependability, and reliability in speech and behavior		
S   N   U	4. Practices integrity, dependability, and reliability in speech and behavior Behaves in action that is professional and ethical		
S   N   U	5. Shows skill in the use of oral and written English; has a mastery of good grammar and good usage		
S   N   U	6. Lends active support to the total school program in addition to grade or discipline taught		
S   N   U	7. Exhibits professionally appropriate dress		

Evaluator \_\_\_\_\_

Title \_\_\_\_\_ Employee \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Comments on Back