

PERSONNEL SERVICES DIVISION
Department of Education

School Year

TEACHER EVALUATION

NAME OF TEACHER
(Mr., Mrs., Miss) _____

(LAST)

(FIRST)

(MIDDLE)

NAME OF SCHOOL

DEGREE

MAJOR

YEARS OF EXPERIENCE

OBSERVATION RECORD:

OVERALL EVALUATION:

Satisfactory

Unsatisfactory

NOTE: Evaluation of Unsatisfactory must be substantiated by specific comments providing the basis upon which the evaluation was made.

Comments by Evaluator: _____

This form must be signed by the teacher and evaluator after a conference between them takes place. The signature of the teacher indicates that the report has been seen, but does not necessarily constitute with the evaluation.

Comments by Evaluatee: _____

EVALUATEE: _____
SIGNATURE

GRADE/DEPARTMENT

DATE

EVALUATOR: _____
SIGNATURE

GRADE/DEPARTMENT

DATE

GUIDELINES FOR EVALUATION

The following are the factors which shall be considered in connection with observation and evaluation of teacher and other professional personnel.

- Effectiveness of Institution
- Classroom Control
- Teacher-Pupil Relationships
- Teacher-Staff Relationships
- Teacher-Parent Relationships
- Responsibility
- Cooperation with group decisions
- Self-Expression, Oral and Written
- Individuality
- Tolerance and Understanding

NOTES:

- (a) A copy of this form shall be provided to each teacher by the principal at the beginning of the school year.
- (b) The use of this form for evaluation purpose is effective as of September 19, 1989, and supercedes all other forms.