**Charter School**

**Annual Staff Evaluation Form**

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| --- | --- | --- | --- |
| **Name:** |  |  |  |
| **Position:** | Grade Teacher | **School Year:** | 2012/2013 |
| **Evaluation Date:** |  | **Evaluator:** |  |

**For Employees in their 1st-3rd years with ACS:**

Informal observations Dates Completed:

Mid-year Formal Observation Date Completed:

End-year Formal Observation Date Completed:

**For Employees in their 3rd or more years with ACS:**

Informal observations Dates Completed:

End-year Formal Observation Date Completed:

**Informal Observations:**

**Objective:** Periodic visits to the classroom, which, along with the employee’s own performance assessment, contribute to an overall measure of employee performance and provide the basis for completing the annual staff evaluation form.

**Professional Development:** Please list and describe what you have done this school year.

**Additional Responsibilities:** (e.g. GB/SAC/PTO Rep, Committees, Coach, etc.) Please list and describe your role.

**Performance Rating Scale**

**4 – Highly Effective 3 – Effective 2 – Partially Effective 1 – Ineffective**

**Performance Rating Definitions**

**4 – Highly Effective-**Demonstrates a depth of understanding of the standard and consistently implements the descriptors of the standard with the priorities of cognitive engagement and effective teaching and learning.

**3 – Effective-** Clearly understands the concepts underlying the standard, consistently implements the descriptors of the standard with the priority of cognitive engagement

**2 – Partially Effective-**Appears to understand the concept underlying the standard and attempts to implement the standard. However implementation is sporadic, intermittent or otherwise not successful in the priority of either cognitive engagement or learning.

**1 – Ineffective-**The educator does not understand the concepts of the standard or the priorities and therefore lacks substantive implementation.

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| **Standard #1 – Professional Knowledge** | **Self Rating** | **Administrator Rating** |
| 1a. Establishes a culture of high expectations for learning and achievement |  |  |
| 1b. Uses ACS curriculum, Common Core Standards and Core Knowledge content to design coherent lessons |  |  |
| 1c. Posts aligned lesson objectives, standards, and plans for demonstrations of learning (DOLs) |  |  |

 **Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

|  |  |  |
| --- | --- | --- |
| **Standard #2 – Instructional Planning**  | **Self Rating** | **Administrator Rating** |
| 2a. Focuses instruction using data |  |  |
| 2b. Uses a variety of assessment methods when designing classroom assessments |  |  |
| 2c. Involves students in assessing their own learning |  |  |

**Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

|  |  |  |
| --- | --- | --- |
| **Standard #3 – Delivering Quality Instruction**  | **Self Rating** | **Administrator Rating** |
| 3a. Instructs bell to bell |  |  |
| 3b. Uses a variety of instructional strategies to focus instruction |  |  |
| 3c. Engages students in learning |  |  |
| 3d. Checks for student understanding |  |  |
| 3e. Delivers rigorous and relevant content |  |  |
| 3f. Integrates 21st Century Skills in instruction |  |  |
| 3g. Provides feedback about student proficiency |  |  |

**Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

|  |  |  |
| --- | --- | --- |
| **Standard #4 – Interventions to Meet Diverse Needs** | **Self Rating** | **Administrator Rating** |
| 4a. Differentiates instruction based on student needs and backgrounds |  |  |
| 4b. Implements interventions with fidelity and adjusts interventions based on results |  |  |
| 4c. Adapts and modifies instruction for the unique needs of learners |  |  |

**Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

|  |  |  |
| --- | --- | --- |
| **Standard #5 – Classroom Environment** | **Self Rating** | **Administrator Rating** |
| 5a. Contributes to a safe and orderly learning environment |  |  |
| 5b. Uses effective classroom management procedures |  |  |
| 5c. Effectively manages student behavior |  |  |
| 5d. Promotes positive and respectful rapport |  |  |

**Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

|  |  |  |
| --- | --- | --- |
| **Standard #6 – Professional Development** | **Self Rating** | **Administrator Rating** |
| 6a. Understands own role and responsibility to implement the ACS Unified Improvement Plan (UIP) |  |  |
| 6b. Promotes collaboration and purposeful involvement |  |  |
| 6c. Continues Professional Growth |  |  |

**Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

|  |  |  |
| --- | --- | --- |
| **Standard #7 – Professional Responsibilities** | **Self Rating** | **Administrator Rating** |
| 7a. Adheres to federal laws, state education statutes and regulations, Governing Board policies, ACS Code of Conduct and Ethics |  |  |
| 7b. Demonstrates Professionalism |  |  |
| 7c. Effectively communicates and solves problems |  |  |

**Evidence: For a rating of 3 or 4, please attach or describe what you have done.**

**Overall Comments and Reflection**

**Staff Comment and Reflection:**

**Administrator Comment and Reflection:**

**Goals required for Partially Effective**

The administrator and the staff member have mutually constructed the following goals. They are intended to correct minor deficiencies and/or area of concerns OR enhance/maintain the performance of the teacher and will be linked to the evaluation.

1. Goal
2. Goal
3. Goal

*The evaluation system and procedures do not create any contract of employment or employment for a definite term. The contents of the evaluation and the procedures followed are not grievable. However, if an employee disagrees with the content of the evaluation, he or she may prepare a written statement, which, if any remaining differences are not resolved between the employee and the evaluator, will be added as an attachment to the evaluation, and become a part of the employee’s file.*

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Employee Signature Date Supervisor Signature Date