

**BOGALUSA CITY SCHOOL SYSTEM
FORMAL TEACHER EVALUATION FORM**

Teacher's Name _____ Evaluator's Name _____ Campus _____
 Grade/Assign _____ Begin/End Time _____ / _____ Evaluation Date _____
 Summative Conference Date _____ Teacher's Years Of Experience _____ 4+ _____ 0-3

Please place a check mark (√) in the appropriate scoring column for each graded criteria.

I. PLANNING - <i>The teacher plans effectively for instruction</i>	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Specifies learner outcome in clear, concise objectives						
2. Includes activity/activities that develop objectives						
3. Identifies and plans for individual differences						
4. Identifies materials (other than standard classroom materials) needed for the lesson						
5. States method(s) of evaluation to measure learner outcome						
6. Develops an IEP, ITP, and/or NSP <i>*Special Ed. Teachers Only*</i>						
TOTALS						

Comments: _____

Areas of Strength: _____

Areas to Address: _____

II. MANAGEMENT - <i>The teacher:</i>	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
<ul style="list-style-type: none"> • <i>Maintains an environment conducive to learning</i> • <i>Maximizes the amount of time available for instruction</i> • <i>Manages learner behavior to provide for productive learning opportunities</i> 						
1. Organizes available space, materials, and/or equipment to facilitate learning						
2. Promotes a positive learning climate						
3. Manages routines and transitions in a timely manner						
4. Manages/adjust allotted time for planned activities						
5. Establishes expectations for learner behavior						
6. Uses monitoring techniques to facilitate learning						
TOTALS						

Comments: _____

Areas of Strength: _____

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III. INSTRUCTION - <i>The teacher:</i> <ul style="list-style-type: none"> • <i>Delivers instruction effectively</i> • <i>Presents appropriate content</i> • <i>Provides opportunities for student involvement throughout the learning process</i> • <i>Demonstrates abilities to assess and facilitate student academic growth</i> 	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Uses techniques which develop lesson objective(s)						
2. Sequences lesson to promote learning						
3. Uses available teaching materials to achieve lesson objective(s)						
4. Adjusts lesson when appropriate						
5. Integrates technology into instruction						
6. Presents content on a developmentally appropriate level						
7. Presents accurate subject matter						
8. Relates relevant examples, unexpected situations, or current events to the content						
9. Answers questions correctly and/or directs students to other sources (references, labs, learning centers, the Internet, etc.)						
10. Accommodates individual differences						
11. Demonstrates ability to communicate effectively with students						
12. Stimulates and encourages higher order thinking skills at the appropriate developmental level						
13. Encourages student participation						
14. Uses effective and appropriate assessment techniques						
15. Consistently monitors ongoing student performance						
16. Provides timely feedback to students regarding their progress						
17. Produces evidence of student academic growth through his/her instruction						
TOTALS						

Comments: _____

Areas of Strength: _____

 Areas to Address: _____

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IV. SCHOOL IMPROVEMENT - <i>The teacher:</i>	Exceeds	Proficient	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
<ul style="list-style-type: none"> • <i>Takes an active role in building-level decision making</i> • <i>Creates positive partnerships with parents/guardians and colleagues</i> 						
1. Participates in grade level and subject area curriculum planning and evaluation						
2. Serves on task forces and decision-making committees (when appropriate)						
3. Implements the school improvement plan						
4. Provides clear and timely information to parents/guardians and colleagues regarding classroom expectations, student progress, and ways they can assist the learning process						
5. Encourages parents/guardians to become active participants in their children's education and to become involved in school and classroom activities						
6. Seeks community involvement in instructional programs						
TOTALS						

Comments: _____

Areas of Strength: _____

Areas to Address: _____

V. PROFESSIONAL GROWTH PLAN COMMENTARY

VI. SELF EVALUATION

A self evaluation has been completed _____ YES _____ NO (The self evaluation is kept on file by the individual teacher)

VII. INTENSIVE ASSISTANCE

The teacher will be placed on Intensive Assistance _____ YES _____ NO

VIII. TOTAL EVALUATION RATING:

_____ EXCEEDS _____ NEEDS IMPROVEMENT _____ PROFICIENT
 _____ SATISFACTORY _____ UNSATISFACTORY

