

Associated School Boards of South Dakota	NEPN Code: GCN-E(1)
Policy Reference Manual	

PROFESSIONAL TEACHING STAFF EVALUATION FORM

The guidelines enumerated below are listed as a framework to enable the observer and the teacher to more fully understand criteria considered in the evaluation process. Obviously, this cannot be an all-inclusive list, but does include the most common areas of concern.

1. **Personal Appearance and Manner**

- a. Is clean and well groomed.
- b. Shows respect, concern and warmth for others.
- c. Speaks clearly--uses good English--has a pleasant voice.

2. **Emotional Stability**

- a. Is calm and mature in reactions, shows good judgment.
- b. Has a cheerful disposition.
- c. Shows confidence, poise and relaxation.
- d. Realizes the importance of having a sense of humor.

3. **Reliability**

- a. Can be depended upon to fulfill school obligations.
- b. Completes assigned tasks.
- c. Uses supplies and equipment efficiently.
- d. Observes school hours--starts and dismisses classes on time.

4. **Staff Relations**

- a. Cooperates with administrators, supervisors and colleague
- b. Uses discretion in speaking of his school, students, administrators, Board, colleagues and parents.
- c. Accepts group decisions without necessarily agreeing.
- d. Accepts constructive criticism or recognition.

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- e. Carries his share of out-of-class responsibilities.
- f. Considers own program a part of total school program.
- g. Able to adjust to changes and procedures.

5. Community Relationships

- a. Works and cooperates with parents.
- b. Supports activities, which strengthen school/community ties.
- c. Uses community resources and resource people in various capacities.

6. Teaching Techniques

- a. Helps students set appropriate goals.
- b. Provides for individual differences.
- c. Conducts interesting, varied and stimulating classes.
- d. Plans carefully, but is flexible in utilizing immediate educational opportunities.
- e. Develops constructive, creating thinking.
- f. Stimulates student participation.
- g. Makes assignments clear, challenging and applicable.

7. Classroom Environment

- a. Maintains a neat, attractive and safe classroom.
- b. Has room arranged for maximum student stimulation and accomplishment.
- c. Recognizes each student's needs.

8. Student Growth

- a. Helps students develop good study and work habits.
- b. Helps students achieve class objectives.

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- c. Helps students evaluate themselves and encourages them to do their best.
- d. Helps students apply their learning experience in everyday living.

9. Student Control

- a. Has a minimum of behavior problems.
- b. Provides the environmental climate conducive to self-discipline and good citizenship.
- c. Handles routine behavior problems himself.
- d. Seeks assistance when a serious problem arises.

10. Professional Qualities

- a. Is proud of his profession and attempts to promote respect for it.
- b. Complies with administrative requests.
- c. Does not abuse privileges.
- d. Is growing professionally through study, experimentation and participation in professional activities.
- e. Is critical of and constantly trying to improve his own work.
- f. Initiates or participates in activities designed to meet the needs of his particular school.
- g. Possesses adequate subject matter background.

TEACHER OBSERVATION RECORD

Teacher _____ Dates _____

Position _____

This observation record is to be completed by the supervising principal. Following a conference with the teacher observed, signed copies will be distributed as indicated above.

E= Excellent; S=Satisfactory; N=Needs Improvement; U= Unsatisfactory; NA= Not Observed.

Observation	E	S	NI	U	NA
1. Personal Appearance & Manner					
2. Emotional Stability					
3. Reliability					
4. Staff Relations					
5. Community Relations					
6. Teaching Techniques					
7. Classroom Environment					
8. Student Growth					
9. Student Control					
10. Professional Qualities					

OBSERVER'S SUGGESTIONS OR COMMENTS:

TEACHER'S COMMENTS:

I certify that the above report has been read by me and discussed with me.

I certify that I have discussed the above report with this teacher.

TEACHER'S SIGNATURE

OBSERVER'S SIGNATURE

Date

Date

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Notes: Regulations and criteria for teacher evaluation, even though developed by the administration cooperatively with the teaching staff, ordinarily are reviewed and officially approved by the Board. The entire plan for teacher evaluation is often too extensive to include in a policy manual. In such instances, a note can be added to the policy or regulation to point out the existence and availability of a document containing the entire plan.

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Revised: 12/22/2015
Reviewed: 2/7/2013

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