

Holy Family Academy

Teacher Evaluation Form



Name of Teacher: _____

(Date(s) of observation) _____

(Class(es) observed) _____

1. Personal & Professional Characteristics:

- Provides a role model of Christian virtue _____
- Is faithful in participating in the prayer life of the school community _____
- Shows enthusiasm and energy _____
- Exhibits a genuine interest in students and the teaching profession _____
- Speaks in a clear and pleasant voice _____
- Displays self-confidence _____
- Written communication is clear, concise and grammatically correct _____
- Oral communication is fluent and grammatically correct _____
- Is dependable in the performance of classroom duties _____
- Is resourceful in the use of instructional materials _____
- Is tactful _____
- Is dependable and cooperative in the performance of a fair share of school activities and responsibilities _____
- Is loyal to the vision and the mission of the Academy _____

the work load in _____

2. Classroom Teaching:

- Is prepared _____
- Has specific goals _____
- Demonstrates a working knowledge of subject matter _____
- Employs a variety of teaching techniques _____
- Encourages student participation _____
- Challenges thinking skills and engages every student in his/her pursuit of the truth _____
- Employs the Socratic method at every available opportunity and the 'second question' _____ asks
- Endeavors to motivate interests _____
- Gives directions clearly _____
- Answers questions clearly _____

- Adapts material to reach the level of all students _____
- Provides positive reinforcements _____
- Is prompt and accurate in preparing school and grading reports _____

3. Classroom Management & Control:

- Begins and ends class on time _____
- Has established classroom rules _____
- Applies firm and charitable discipline, when necessary _____
- Is consistent in discipline applications _____
- Requires and receives courteous attention and respect _____
- Shows respect for each student _____
- Handles classroom routines efficiently _____
- Maintains an environment conducive to learning _____
- Uses class time effectively _____
- Classroom is clean and uncluttered _____

4. Lesson Plans:

- Prepares daily lesson plans with clear, attainable objectives _____
- Does long-range unit planning _____
- Knows and states the objectives of lesson _____
- Provides students with a course plan _____
- Prepares materials and supplies for lessons _____
- Is flexible in adapting plans to meet the needs of students _____
- Gives assignments that are clear and meaningful _____
- Is clear on the scope and sequence of subject areas _____

5. Interpersonal relationships:

- Maintains a professional, charitable, and respectful relationship with parents, colleagues, and administration _____
- Is diligent in protecting confidentiality _____
- Handles disagreements in a positive, constructive manner _____
- Respects and observes the chain of command _____

- Is diligent and prompt in communicating with the administration that arise

any serious issues

Key:

1. Commendable; Exceedingly high level of performance
2. Meets expected performance
3. Improvement needed
0. Observation not available

Comments:

(Teacher Signature)

(Supervisor Signature)

(Date)