

Yearly Teacher Evaluation

This evaluation is based on formal and informal observations by the administration, as well as formal and informal conferences during the year, and observed interactions of the teacher with the staff, parents, students, and administration.

+ *strength*

S *satisfactory*

N *needs improvement*

N/A *not applicable*

Self Evaluation Administrator Evaluation

Teacher as Religious Leader

_____	_____	Upholds and advances the school's mission and philosophy.
_____	_____	Reflects and models Catholic values and attitudes in interactions with others.

Comments:

Instructional Effectiveness

_____	_____	Demonstrates appropriate planning and organization.
_____	_____	Develops and uses effective methods of evaluation and maintains accurate records.
_____	_____	Demonstrates knowledge of subjects taught.
_____	_____	Uses a variety of teaching methods appropriate for the students' needs and abilities.
_____	_____	Presents subject matter and gives directions with clarity.
_____	_____	Encourages students to think critically and express themselves clearly.
_____	_____	Motivates students toward an enthusiasm for the subject taught.
_____	_____	Gives appropriate assignments and homework.
_____	_____	Maintains and attractive and clean classroom conducive to learning.

Comments:

Classroom Management

- _____ _____ Provides adequate classroom supervision at all times.
 - _____ _____ Follows and enforces school policies and rules.
 - _____ _____ Establishes and communicates expectations and consequences of behavior.
 - _____ _____ Corrects inappropriate behavior constructively and fairly. Shows consistency and fairness in dealing with students.
 - _____ _____ Creates an atmosphere where mutual respect and a cooperative sprit are evident and demonstrates concern for the dignity and worth of students.
 - _____ _____ Utilizes time effectively for classroom instruction.
- Comments:*

Staff Responsibilities

- _____ _____ Fulfills and supports school policies and procedures.
 - _____ _____ Reports to work regularly and punctually.
 - _____ _____ Completes clerical duties accurately and on time.
 - _____ _____ Volunteers for or willingly performs extra activities as requested.
 - _____ _____ Works cooperatively and maintains communications with administration.
 - _____ _____ Works cooperatively with fellow staff members to achieve school goals.
 - _____ _____ Works cooperatively with the parents of the students, keeping them appropriately informed of student academic and behavior progress or concerns.
- Comments:*

Teacher's suggestions for growth:

Administrator's suggestions for growth:

Teacher signature _____ Administrator signature _____ Date _____

The teacher's signature only indicates that the teacher has read this form and has had the opportunity to discuss it with the administrator. It signifies neither agreement nor disagreement with the evaluation. The teacher has the right to respond to this evaluation in writing and attach additional comments if desired. Copies to: Administrator, Teacher, Teacher's personnel file.