Appendix E

Teacher Evaluation

Department of Human Resources
Teacher Evaluation Instrument

_____ **Interim Evaluation**   **Observation (Class/Grade)** _____

_____ **Summative Evaluation**   **Other** _____

Employee Name _____   Evaluator _____

Position _____   Position _____

Work Location _____   School Year _____

Employee ID Number _____   Evaluation/Observation Date _____

There are four ratings for each standard. Ratings are selected based on the guidance provided in the rubrics.

Ratings	Definitions of Ratings
Exemplary	The teacher performing at this level maintains performance, accomplishments, and behaviors that consistently and considerably surpass the standard. This rating is reserved for performance that is truly exemplary and done in a manner that exemplifies the school's mission and goals
Proficient	Expected Level of Performance – The teacher meets the standard in a manner that is consistent with the school's mission and goals.
Developing/Needs Improvement	The teacher often performs below the established standard or in a manner that is inconsistent with the school's mission and goals.
Unacceptable	The teacher consistently performs below the established standard or in a manner that is inconsistent with the school's mission and goals.

Employee Name: _____

Performance Standard 1: Professional Knowledge		Rating Scale
The teacher demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences. (SO1)	☐	**Exemplary:** In addition to meeting the standard, the teacher consistently demonstrates extensive knowledge of the subject matter and continually enriches the curriculum.
	☐	**Proficient:** The teacher demonstrates an understanding of the curriculum, subject, content and the developmental needs of students by providing relevant learning experiences.
	☐	**Developing/Needs Improvement:** The teacher inconsistently demonstrates understanding of the curriculum, content, and student development or lacks fluidity in using the knowledge in practice.
	☐	**Unacceptable:** The teacher bases instruction on information that is inaccurate or out-of-date and/or inadequately addresses the developmental needs of students.

Comments:

Performance Standard 2: Instructional Planning		Rating Scale
The teacher plans using the Virginia Standards of Learning, the school division's curriculum, effective strategies, resources, and data to meet the needs of all students. (SO1, SO2)	☐	**Exemplary:** In addition to meeting the standard, the teacher actively seeks and uses alternative data and resources and consistently differentiates plans to meet the needs of all students.
	☐	**Proficient:** The teacher plans using the Virginia Standards of Learning, the school division's curriculum, effective strategies, resources, and data to meet the needs of all students.
	☐	**Developing/Needs Improvement:** The teacher inconsistently uses the school division's curriculum, effective strategies, resources, and data in planning to meet the needs of all students.
	☐	**Unacceptable:** The teacher does not plan, or plans without adequately using the school division's curriculum, effective strategies, resources, and data.

Comments:

Employee Name: _____

Performance Standard 3: Instructional Delivery		Rating Scale
The teacher effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs. (SO1, SO2, SO3)	☐	**Exemplary:** In addition to meeting the standard, the teacher optimizes students' opportunity to learn by engaging them in higher order thinking and/or enhanced performance skills.
	☐	**Proficient:** The teacher effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.
	☐	**Developing/Needs Improvement:** The teacher inconsistently uses instructional strategies that meet individual learning needs.
	☐	**Unacceptable:** The teacher's instruction inadequately addresses students' learning needs.

Comments:

Performance Standard 4: Assessment of and for Student Learning		Rating Scale
The teacher systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provide timely feedback to both students and parents throughout the school year. (SO2)	☐	**Exemplary:** In addition to meeting the standard, the teacher uses a variety of informal and formal assessments based on intended learning outcomes to assess student learning and teaches students how to monitor their own academic progress.
	☐	**Proficient:** The teacher systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provide timely feedback to both students and parents throughout the school year.
	☐	**Developing/Needs Improvement:** The teacher uses a limited selection of assessment strategies, inconsistently links assessment to intended learning outcomes, and/or does not use assessment to plan/modify instruction.
	☐	**Unacceptable:** The teacher uses an inadequate variety of assessment sources, assesses infrequently, does not use baseline or feedback data to make instructional decisions and/or does not report on student academic progress in a timely manner.

Comments:

Employee Name: _____

Performance Standard 5: Learning Environment		Rating Scale
The teacher uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning. (SO3)	☐	**Exemplary:** In addition to meeting the standard, the teacher creates a dynamic learning environment that maximizes learning opportunities and minimizes disruptions within an environment in which students self-monitor behavior.
	☐	**Proficient:** The teacher uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
	☐	**Developing/Needs Improvement:** The teacher is inconsistent in using resources, routines, and procedures and in providing a respectful, positive, safe, and student- centered environment.
	☐	**Unacceptable:** The teacher inadequately addresses student behavior, displays a harmful attitude with students, and/or ignores safety standards.
Comments:		

Performance Standard 6: Professionalism		Rating Scale
The teacher maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning. (SO5)	☐	**Exemplary:** In addition to meeting the standard, the teacher continually engages in high level personal/professional growth and application of skills, and contributes to the development of others and the well-being of the school.
	☐	**Proficient:** The teacher maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
	☐	**Developing/Needs Improvement:** The teacher inconsistently practices or attends professional growth opportunities with occasional application in the classroom.
	☐	**Unacceptable:** The teacher demonstrates inflexibility, a reluctance and/or disregard toward school policy, and rarely takes advantage of professional growth opportunities.
Comments:		

Employee Name:

Performance Standard 7: Student Academic Progress		Rating Scale
The work of the teacher results in acceptable, measureable, and appropriate student academic progress. (SO2)	☐	**Exemplary:** In addition to meeting the standard, the work of the teacher results in a high level of student achievement with all populations of learners.
	☐	**Proficient:** The work of the teacher results in acceptable, measurable, and appropriate student academic progress.
	☐	**Developing/Needs Improvement:** The work of the teacher results in student academic progress that does not meet the established standard and/or is not achieved with all populations taught by the teacher.
	☐	**Unacceptable:** The work of the teacher does not achieve acceptable student academic progress.
Comments:		

Overall Evaluation Summary:

Include comments, reinforcements, and refinements here

☐	**Exemplary**
☐	**Proficient**
☐	**Developing/Needs Improvement**
☐	**Unacceptable- Recommended for placement on a Performance Improvement Plan**
Reinforcements:	
Refinements:	

Employee Name: _____

Signature of Evaluator	Title	Date
*Signature of Principal	Date	
*In the event that the evaluator is a person other than the principal, the principal must sign this form if the instrument is used for an interim or summative evaluation.		
Signature of Evaluatee	Title	Date
(Indicates knowledge of the Evaluation)		
Evaluatee's Comments:		

Employee Name: _____